

1961 CENSUS OF CANADA

95-1061-0

L. 3

ENUMERATION MANUAL

DOMINION BUREAU OF STATISTICS

WHOM TO ENUMERATE

General rule.—The Census requires that every person living in Canada on the Census date (i.e., at midnight between May 31 and June 1) must be counted as a member of the household where he usually resides (i.e., the place he calls home or where he usually sleeps).

Use the following summary to make sure that every person living in your E.A., or staying there temporarily on the Census date is included in the Census.

Group 1.—Persons in their usual residence in your E.A., on June 1

Count in Column 6 of the Visitation Record and enumerate on Form 2A (Population Questionnaire):

- (1) Members of the household at home, including lodgers (except student lodgers), servants, and employees who regularly sleep in the dwelling;
- (2) Persons with no fixed or permanent place of residence;
- (3) Infants born before midnight, May 31;
- (4) Deceased members of the household who were alive on May 31.

Group 2.—Persons whose usual residence is in your E.A., but who were temporarily away on June 1

Count in Column 7 of the V.R., and enumerate on Form 2A:

- (1) Persons away on business;
- (2) Persons away on a visit;
- (3) Persons away at school or university;
- (4) Persons in general hospital for a period of less than 6 months;
- (5) Persons away at a military camp as a member of the reserve.

Group 3.—Persons residing temporarily in your E.A. on June 1 who have a usual place of residence somewhere else in Canada

Count in Column 8 of the V.R., and enumerate on Form 3 (Temporary Residents Document):

- (1) Guests or visitors staying overnight or longer;
- (2) Student lodgers;
- (3) Patients in general hospital in your E.A., for periods of less than 6 months;
- (4) Persons residing temporarily in summer residences in your E.A.

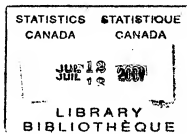
Group 4.—Persons not to be enumerated

Do not count in the V.R., and do not enumerate:

- (1) Infants born after May 31;
- (2) Servants and employees who do not regularly sleep in the dwelling and who were not there on the Census date;
- (3) Visitors in the household who were not there on the Census date;
- (4) Citizens of another country attached to the legation, embassy, or other diplomatic body of that country;
- (5) Citizens of another country visiting in Canada temporarily;
- (6) Members of the armed forces of another country stationed in Canada, and members of their families who are not citizens of Canada;
- (7) Students attending school in Canada whose usual residence is outside Canada.

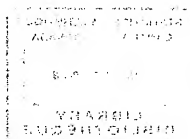
For special cases which do not seem to fit into any of these categories, see Section 24.

1961 CENSUS OF CANADA



ENUMERATION MANUAL

DOMINION BUREAU OF STATISTICS



FOREWORD

You have been appointed as a Census Enumerator for the 1961 Census of Canada. This Manual contains the instructions that you will need to carry out the duties of your assignment.

These instructions tell you what to do and when to do it. Divisions A to D contain general instructions about your job, Divisions E to H have instructions for completing the Census questionnaires, and Division I provides administrative details. Reference material is included in the Appendixes and the Index is your key to a quick location of specific items.

You are not expected to remember every detail in your Manual but you are expected to refer to it when a problem arises. Study the instructions carefully and learn how to find them when you need them. When you become thoroughly familiar with your Manual and know how to use it, you should be able to handle each situation efficiently and with confidence.

WALTER E. DUFFETT,
Dominion Statistician.

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A. INTRODUCTION

1. Authority for the Census

The British North America Act in 1867 provided for the taking of a Census of Canada every ten years. On June 1, 1961, you will be one of about 25,000 enumerators taking part in the tenth of these decennial censuses.

2. Why the Census is taken

The Census has an immediate legal purpose, i.e., to determine representation in the House of Commons. But business and government find many other uses for Census data in the development of their plans and policies. Here are some of the many ways in which census information is used:



- (1) Communities plan their school requirements according to the numbers of children in certain age groups;
- (2) Government must know the age trends of the population to estimate future demands on family allowances and old age pensions;
- (3) Life insurance companies base their premium tables on the ages of the people as recorded in the Census;
- (4) Counsellors frequently refer to occupational data from the Census;
- (5) Locations of new factories, stores, and offices may be based on Census data;
- (6) Planning for such community needs as roads, waterworks, and fire protection may be assisted by Census information on population growth and movement;
- (7) Farmers, farm organizations, and government depend on the Census for measures of conditions and changes in agriculture;

- (8) Census facts are used by agricultural representatives, teachers, and others, in planning educational and research programmes for persons engaged in agricultural pursuits;
- (9) Town planners and other government agencies need information from the Housing Census in drawing up their plans and making estimates of their future needs;
- (10) Manufacturers of house furnishings and farm equipment are guided by Census data in deciding what kind and quality of products to manufacture and where to sell them.

3. Your job as an enumerator

You are the key person in the Census, since it is you who must obtain the basic facts from which the census reports are made. As an enumerator, here are some of the things you will be required to do:

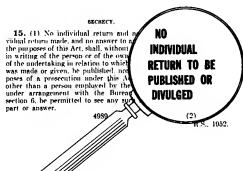
- (1) Visit every place where people live or could live in your enumeration area;
 - (2) Interview some responsible person in each household and fill out all of the required questionnaires accurately and completely;
 - (3) Study this Manual thoroughly and refer to it when a problem arises. Learn to use the Table of Contents and the Index to help locate specific instructions quickly;
 - (4) Remember that this is a full-time job. You may have to adjust your working hours to the time when you are most likely to find people at home and this may mean making calls in the evening. In any case, the sooner you complete the assignment and turn in your work, the sooner you will be paid;
 - (5) Complete the enumeration of your area. If an emergency arises, consult with your Commissioner.
- You are not permitted to combine your Census duties with any other work such as canvassing for personal gain or for political, church, or community organizations.

4. Confidential nature of Census information

The law requires that all information collected for the Census be kept confidential (see Appendix A: Extracts from the Statistics Act). You have taken an oath that you will not reveal any Census information to anyone who is not a sworn Census employee. To make sure you keep this oath, follow these rules:

- (1) Do not repeat any information you receive as an enumerator to anyone except Census officials;
- (2) Do not leave completed Census questionnaires where they can be seen by anyone except Census officials;

- (3) Do not let anyone except Census officials go with you on your visits;
- (4) Interview each respondent privately or with only members of his own family present. If necessary, explain that you are not supposed to get the information in the presence of anyone not employed in the Census Office.



5. Your Commissioner

Your Commissioner is your supervisor. He will train you for your job, give you your enumeration assignment, and supply you with the forms and other material you will need. He will, from time to time, examine your work, and, if necessary, make suggestions for improving it. It is his duty to see that you understand and follow the instructions in this book and that you complete the enumeration of your area as soon as possible.

If there are any questions or problems that you cannot settle by reference to this Manual, make note of them and refer them to your Commissioner at the earliest possible opportunity. To prevent delay in your work, let him know in advance when you will need more forms or other materials.

6. Enumeration forms

When you complete your training, you will be given the forms and other supplies you will require for the enumeration. Detailed instructions for the completion of the questionnaires are included in later sections of this Manual. Briefly, the purpose of each of these forms is as follows:

- (1) **Form 1—Visitation Record.**—List the households in your E.A. on this form, in the order of your route, using one line for each household.
- (2) **Form 2—Population and Housing Enumeration Book**—includes Form 2A (Population Questionnaire) and Form 2B (Housing Questionnaire):
 - (a) **Form 2A—Population Questionnaire.**—Use this form to enumerate every person who has a usual place of residence in your E.A., i.e., for every person counted in Columns 6 and 7 of the Visitation Record (Form 1).
 - (b) **Form 2B—Housing Questionnaire.**—Use this form to obtain housing information for dwellings listed on lines 3, 8, 13, 18, 23, etc., of the Visitation Record.

- (3) **Form 3—Population (Temporary Residents)**—Use this form to enumerate every person living temporarily in your E.A. on the Census date who has a usual place of residence somewhere else in Canada. Such persons are listed in Column 8 of the Visitation Record.
- (4) **Form 4—Population (Sample) Questionnaire**—Use this form in the same households as you use the Housing Questionnaire (Form 2B). Complete a Form 4 for every person 15 years of age and over in these households.
- (5) **Form 5—Individual Population Questionnaire.**—Use this form only when it is impossible, by means of a personal interview, to obtain the information you need to complete a Form 2A or 3.
- (6) **Form 6—Agriculture Questionnaire.**—Use this form to record information for holdings of one acre or more in size if sales of agricultural products during the past 12 months were valued at \$50 or more.
- (7) **Form 7—Agriculture.**—Use one line of this form to record agricultural information for holdings not qualifying for enumeration on Form 6.
- (8) **Form 8—Irrigation Questionnaire.**—This form is used only in Ontario, Saskatchewan, Alberta, and British Columbia. Use this Questionnaire in these provinces for agricultural holdings reporting irrigation.
- (9) **Form 9—Woodland Questionnaire.**—Use this form for agricultural holdings reporting forest products or forest fires.
- (10) **Form 10—Merchandising Questionnaire.**—Complete one of these forms for each retail, wholesale, or service establishment in your area.
- (11) **Form 11—Postal Check Card.**—If you are enumerating in an urban area, complete one of these cards for every dwelling you list.

B. IMPORTANCE OF COMPLETE COVERAGE

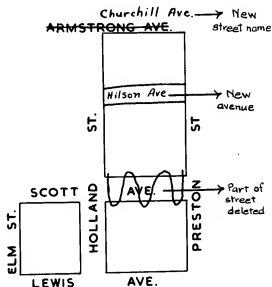
Your training will take place several days before the date on which the actual enumeration begins. Use this interval to make yourself familiar with the area you are to enumerate so that no part of this area and no person living there will be overlooked.

7. Corrections on your map

During your training, you will receive a map of the area assigned to you for enumeration. You and your Commissioner must check this map carefully, especially the boundaries. Any errors you find must be corrected before you begin your work.

→The Commissioner must deal with any errors or discrepancies in the boundaries.

→You, yourself, must make any additions or alterations within your E.A. that will bring your map up-to-date. Report all changes you make to your Commissioner, however.



8. Know the boundaries of your E.A.

It is important that you know the exact boundaries of your E.A., because you must **enumerate only within these boundaries**.



If a road or stream is a boundary of your area, consider the centre of it as the actual boundary and enumerate only the dwellings on the side in

your area. The dwellings on the other side are the responsibility of the enumerator in the other area.

Enumerating someone else's territory will cause a lot of trouble and you will not be paid for this extra work. Consult your Commissioner if you have any difficulty identifying any of your boundaries.

9. Plan the order of your visits

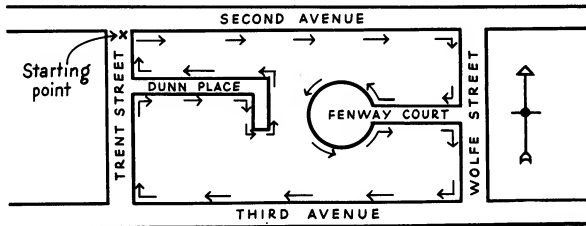
To be sure of complete coverage of your area, you must follow a systematic plan for visiting the dwellings. Prepare such a plan in advance, using the rules below, and discuss it with your Commissioner.

→ **In urban areas.**—If your E.A. is divided into blocks, enumerate one block at a time in the order of numbering on your map. Follow the same procedure even though some of the blocks may be irregularly shaped. Begin at one corner of the block and proceed around it in a clockwise direction, returning to your starting point. Do not go back and forth across the street and do not overlook any part of your area.

Check for dwellings in every alley, lane or court. In other words, account for every dwelling in every block in your area.

If there are no blocks but the population is strung out along streets or roads, enumerate street by street or road by road. Watch for side streets and enumerate them as you come to them along the main street or road.

→ **In rural areas.**—A pre-arranged route is equally important in rural areas. Try to plan your route to cover all the roads in your area without excessive travel. If possible, start at one corner of your E.A. and cover both sides of each road as you come to it (except the boundaries where you must cover only the side within your E.A.).



10. Visit every dwelling

Make sure you locate every dwelling in your E.A. In cities and towns, check every lane that might have dwellings facing on it. Examine every house from the outside for apartments at the side or back, since what looks like a single house may actually contain more than one dwelling. Be especially careful not to miss dwelling units in apartment buildings or other multiple-unit structures (including any that may be located in the basement).

Ask at stores, garages, and restaurants to find out if anyone lives there or if living quarters are available in the building. Inquire about janitor's quarters in churches, schools, commercial buildings, factories, and other non-residential structures (you will visit many of these places for the Census of Merchandising and Services, as explained in Sections 216 to 219).



It is a good rule to ask each respondent if there are any other dwellings or persons in the building that might possibly be missed. In farm areas, for example, hired hands may be living on the farm in quarters apart from the main farm home. In sparsely settled communities, occupied cabins or huts may be hidden in wooded areas. Mail boxes, telephone wires, trails, breaks in trees, etc., may indicate dwellings that are not readily visible.

Check on all summer cottages. Those which are occupied on the Census date must be enumerated.

In short, you must look for all places in your E.A. where people live or might be living, either permanently or temporarily, on June 1, 1961.

C. ENUMERATION PROCEDURES

11. How to conduct the interview

A publicity programme has been planned which should help a great deal to prepare households for your visit. Nevertheless, much of your success as

an enumerator will depend on the way you conduct your interviews. Follow these guides to help make them more effective:

- (1) **Your approach.**—No pattern will fit every interviewing situation you will encounter, so you must be able to adapt to the different reactions. Besides having common sense, patience, and tact, you must be courteous and thoughtful at all times. Such little actions as removing your hat upon entering a home or removing your rubbers at the door in wet weather will help to create a favourable impression.

Begin your interview by saying something like this:

"Good morning. I am
I have been appointed by the Government of Canada to take the Census and I would appreciate it if you would answer some questions about your household."



Sometimes a little small talk may be necessary to put the respondent at ease. Be friendly but spend as little time as possible in this way.

If you should happen to arrive at an inopportune time (at mealtime, for example), try something like this:

"I am sorry I got here just at mealtime. However, I have another call to make in this neighbourhood and I can call back later. Would it be convenient for me to come back in half an hour?"

To make sure that you do not neglect to enumerate this household, record it in the Visitation Record (Form 1) by entering the name of the head, the address, and the number of persons in the household on the line following the last household you have enumerated. Note the time set for your return visit in the Remarks Section (Column 10). (More detailed instructions relating to Form 1 are included in Sections 39 to 50 of this Manual.)

- (2) **Selecting a responsible person to interview.**— Interview the head, his wife, or some other responsible member of the household who can answer the Census questions accurately. Do not interview children and do not consult servants or neighbours unless it appears that no other person is likely to be available.

Avoid interviewing before a group other than the respondent's immediate family. Point out that replies to Census questions are confidential and that you would like to speak to the respondent alone.



- (3) **The interview.**— Ask the Census questions in the order in which they appear and as they are worded on the questionnaires. Read the question again if the respondent hesitates or does not seem to understand. Listen carefully to his replies and make sure you enter the information correctly. When you are satisfied that you have obtained all of the required information, thank the respondent for his cooperation.

- (4) **How to handle difficult cases.**— You may encounter a few **suspicious or unco-operative persons** who may resist answering such questions as those relating to age on the Population Questionnaire or farm expenditures on the Agriculture Questionnaire. In extreme cases, they may refuse to answer any of your questions.

A friendly and frank approach may overcome this resistance. Point out that the information is **strictly confidential**, that all Census employees are sworn to secrecy, and that no information concerning an individual is revealed to anyone. If this fails, point out the penalty provided by the Statistics Act for refusal to answer the Census questions (see Appendix A: Extracts from the Statistics Act). If you still cannot get the required information, make a note of his name and address, and report the incident to your Commissioner.

Try to humour the **argumentative respondent**. Very often such a person will be quite cooperative after he has had his say. Be prepared to spend a little longer than average enumerating him, however.

If you doubt the accuracy of any answers, make sure the respondent has understood the question. Record the answer as given, and make note of the case in the Visitation Record.

12. Language problems

The enumeration forms which you receive will be printed in either English or French, depending upon which of these languages is more commonly spoken in your area. Copies of questionnaires in the other language are included with your supplies, for your use if the need arise. Ask the questions from these extra forms but make the entries on the forms in the Enumeration Book, or in the case of the Agriculture and Woodland Questionnaires, on the forms supplied in the envelopes. If your supplies happen to be in the language with which you are not familiar, ask your Commissioner to exchange them.

There may be homes in your area where neither English nor French is spoken. If you cannot make yourself understood, list the household in the Visitation Record, indicate that a call-back is required, and ask your Commissioner to provide a qualified interpreter for your next visit.

13. Daily review of your work

At the completion of each day's work, review the questionnaires you have completed, using the following checks as a guide:

- (1) Has the date been entered in Column 10 of the Visitation Record opposite each dwelling enumerated today?
- (2) Do the household numbers on the Population and Housing Questionnaires and the Visitation Record agree for each household?
- (3) Have you completed a Form 2A (Population Questionnaire) for each person listed in Columns 6 and 7 of the Visitation Record? And a Form 3 (Temporary Residents Document) for each person listed in Column 8?
- (4) Have you completed a Form 2B (Housing Questionnaire) for each household with a number ending in "3" or "8" (with population reported in Columns 6 or 7 of Form 1)?
- (5) Have you completed a Form 4 (Sample Questionnaire) for each person 15 years of age and over in each household with a number ending in "3" or "8"?
- (6) Have you completed a Form 6 (Agriculture Questionnaire) for every holding for which the household head reported "Yes" in Question C of Form 2A?
- (7) Are there any blanks or inconsistencies on any of the schedules you completed today? (Guides for checking the Population, Housing, and Agriculture Questionnaires are included in Appendixes C and D.)

- (8) How many call-backs are still outstanding? Can you make any of these calls on the route you plan for tomorrow?
- (9) Are the forms, etc., arranged in order in your portfolio to begin work tomorrow? Do you have sufficient blank forms or is there any unnecessary material that could be removed?
- (10) Have you completed a Postal Check Card for each occupied or vacant dwelling you visited today (if required for your E.A.)?



D. CALL-BACKS

Call-backs may be required to obtain all or part of the Census information for an individual or for an entire household when no suitable respondent is available on your first visit. Badly managed call-backs are one of the main reasons for delay in completing enumeration. It is essential that you plan efficiently to prevent your call-backs from accumulating. The procedures outlined below should help to cut down on the number of these extra visits.

14. Call-back procedure for a household

If the call-back is required because the household was absent at your first call, prepare Form 22 (Notice of Census Enumerator's Call) to notify the occupants of the date and time you expect to return to this household. Place this form in the mailbox or in some other place where it is sure to be picked up. Most people will try to be at home if they expect you, or will advise you if you should call at some other time.

Try to obtain from the neighbours or the janitor the name of the head of the absent household as well as the number of persons living there. Make the required entries in the Visitation Record (as explained in Sections 39 to 50).

15. Call-back procedure for an individual

If the call-back is required because no one was able to supply you with the necessary information

for an absent household member, ask the respondent about a suitable time to return. Make the required notation in the Remarks Column of the Visitation Record to indicate the date and time you plan to call back. Enter, also, the name of the person on the appropriate section of Form 2A (i.e., in sequence with the other members of the household) and complete the questionnaire on your return visit. (See, also, Section 51 for further instructions relating to the completion of Form 2A for absent members of a household.)

16. Control of call-backs

Avoid having too many call-backs ahead of you at any time. Make your revisits as soon as possible after the first call, and try to work them in with your regular canvassing while you are still in the same neighbourhood.

It is important, also, that you make your call-back at the time you specified on the Form 22. Be careful that you do not schedule more calls than you can possibly make in the time you have allowed. Be prepared, also, to spend some of your evenings at this phase of your work.

17. Call-backs to collect Form 4

In addition to the types of call-backs described in the foregoing sections, you will be required to revisit non-farm sample households to collect completed Forms 4. Detailed instructions for the distribution and collection of these forms are included in Section 106.

E. ENUMERATION OF POPULATION AND HOUSING

PART I—BASIC DEFINITIONS AND EXPLANATIONS

18. Dwelling

To be classed as a dwelling, living quarters must be **structurally separate** and must have a private entrance either from outside or from a common hall, lobby, vestibule, or stairway inside the building. The entrance must be one that can be used without passing through anyone else's living quarters. Examples of a dwelling are:

- (1) each single house;
- (2) each half of a double house;
- (3) each section of a row or terrace;
- (4) each self-contained apartment, flat, or suite in an apartment block, duplex, structurally converted single house, or in a non-residential building such as a school, church, factory, etc. Such structures as summer cottages, cabins, shacks and trailers are considered as dwellings **only if they are occupied on June 1.**

Using this definition, you should be able to identify most of the living accommodation you will encounter. For example, you may be in doubt

as to how you should classify two or three rooms on the second or third floor of what was originally a single house. Apply this definition and classify these rooms as a dwelling **only** if there has been some structural change to separate them from other living quarters in the building and if they can be entered without passing through some one else's living quarters.



19. Occupied dwellings

For Census purposes, occupied dwellings are divided into two groups, as follows:

- (1) **Private-type dwellings** are those in which a family or other small group of individuals resides, such as a single house, apartment, or flat.
- (2) **Collective-type dwellings** include such special types of dwellings as hotels, lodging houses with 10 or more lodgers, institutions, and other group quarters in which fairly large numbers of unrelated persons are likely to reside. (A list of these special types of dwellings is included in Appendix B and instructions for enumerating the most important of them in Sections 27 to 38.)

20. Vacant dwellings

Classify as vacant any dwelling which is suitable for occupancy but is unoccupied at the time of the Census. Be sure, however, that the dwelling is not just closed and the occupants residing elsewhere temporarily. Remember that unoccupied summer cottages, cabins, shacks, trailers, etc., are not considered as dwellings.



21. Dwellings under construction

Consider a dwelling as under construction from the time the foundation is begun until it is ready for occupancy or occupied. Any completed dwelling which has not yet been occupied should be classed as vacant, however.

22. Closed dwellings

Consider as **closed**, any dwelling which is not being lived in during the entire period of the Census, because the occupants are staying temporarily somewhere else (e.g., at a summer cottage). Be certain, however, that the members of the household are not just away for a short time and likely to be back before you complete the enumeration of your E.A.



If, after several call-backs, or as a result of information you have obtained, you are convinced that the dwelling is **closed**, try to obtain from some reliable source, the number of persons in the household, and the name of the head of the household. Record these details in the Visitation Record. In the Remarks Section, enter "Closed", and, if possible, the date at which the members of the household are likely to return.

23. Household

The person or group of persons occupying a dwelling is a household. Any one of the following groupings may constitute a household:

- (1) a family with or without lodgers or servants;
- (2) a person living alone;
- (3) a group of unrelated persons living together;
- (4) occupants of an hotel, institution, or camp, etc.

The number of households in your E.A. must be the same as the number of occupied dwellings, i.e., the number of private- and collective-type dwellings.

24. Whom to include as members of a household

In considering whom you should include as members of a household, you must always think of the household as it was constituted at the Census date, that is, at midnight between May 31 and June 1. You must also distinguish between persons residing in their usual residence (that is, where they regularly sleep) and persons residing temporarily in your E.A. who have a usual place of residence somewhere else.

The population of your E.A. may be classified into four main groups as follows:

- (1) **Group 1.**—Persons in their usual residence in your E.A. on June 1;
- (2) **Group 2.**—Persons whose usual residence is in your E.A. but who were temporarily away on June 1;
- (3) **Group 3.**—Persons residing temporarily in your E.A. on June 1;
- (4) **Group 4.**—Persons not to be enumerated.

A summary on the inside front cover of this Manual lists the persons to be included in each of these groups and specifies the procedure to be followed in enumerating them.

Mostly everyone in your E.A. will be readily classified into one of these groups. However, you may encounter a few who, for some specific reason, are difficult to classify. Examples of such persons and the procedure to follow are:

- (1) Entire households residing temporarily in your area on June 1, whose usual home is sublet to another household should be enumerated as belonging to Group 1, i.e., as in their usual residence in your E.A.
- (2) Households residing in your area whose usual home is closed should be enumerated in the same way as Group 3, i.e., as residing temporarily in your E.A.
- (3) Husbands or wives who live away from home during the week, due to the nature of their employment, but who spend the weekends with their family at their home, should be enumerated with their family the same as persons in Group 2, (i.e., as having their usual residence in your E.A., but temporarily away on June 1).
- (4) Unmarried sons or daughters away from their families at work during the week should be considered as in their usual residence where they are employed and should not be enumerated with their families, even if they return home for weekends.
- (5) Such persons as entertainers, ball players, and seasonal farm workers from another country, employed in Canada at the Census date, should be enumerated **only** if they consider that they have taken up residence in Canada. Otherwise, consider them as belonging to Group 4, and do not enumerate them.

Other special cases may arise. If you are in doubt as to how to enumerate them, consult your Commissioner.

25. Who is the head of the household?

For Census purposes, every household must have a head.



Following is the method of determining who this will be in each of the various possible types of households.

Household	Head
(1) Husband and wife, with or without children	Husband
(2) One parent and one or more unmarried sons or daughters	Parent (regardless of age or dependence)
(3) Parent and married son or daughter with or without children	Either the parent or the married son (or son-in-law) depending upon which is mainly responsible for maintenance of the household
(4) Brothers and sisters or other group of related persons	Either the eldest or the one mainly responsible for maintenance of the household
(5) A group of unrelated persons sharing a dwelling on an equal basis	Any member of the group
(6) Landlord and a group of lodgers	The landlord

- | | |
|---|---|
| (7) Hotel, institutional, or other collective-type household | The officer in charge, if he lives there. Otherwise, a resident member of the staff |
| (8) Household consisting entirely of guests, lodgers, patients or inmates | Any member |

Note that a person occupying a dwelling alone is always reported as the head.

26. Order of enumeration of household members

Enumerate the members of the household in the following general order:

- (1) Head;
- (2) Wife of head;
- (3) Unmarried children in order of age, eldest first;
- (4) Married children and their families;
- (5) Additional relatives;
- (6) Lodgers and their families;
- (7) Employees and their families;
- (8) Other members of the household.

27. Enumeration of collective and other special types of dwellings. (List included in Appendix B.)

The large institutions and hotels (those with accommodation for two hundred or more persons) have been established as separate E.A.'s. If any of these special dwellings are indicated in the descriptions of your E.A., omit them from your enumeration. Consult your Commissioner if you are in doubt about the inclusion of any such dwelling. If you encounter a dwelling of this size which has not been established as a separate E.A., report it to your Commissioner so that steps may be taken to enumerate the persons staying there on June 1.

You are responsible, however, for the enumeration of smaller collective-type dwellings (i.e., those with accommodation for fewer than 200 persons), if any are located in your E.A. The following sections describe the method for enumerating the most important of these special dwellings.

28. General hospitals and nurses' residences

The official in charge of the hospital will be able to supply you with a list of the staff and patients. Contact him to make the necessary arrangements before beginning the enumeration.

Staff members (doctors, nurses, orderlies, etc.) may reside in self-contained dwellings within the hospital premises or on hospital property (e.g., (1) a doctor and his family in a private dwelling on hospital grounds, or (2) a nursing supervisor occupying a separate self-contained suite within the hospital). Enumerate the occupants of each such dwelling as a separate household living in a private-type dwelling.



All other staff members residing at the hospital and all patients there at that time will form one household—in a collective-type dwelling, even though the hospital may include units of several types such as a psychiatric unit, a convalescent home, a sanatorium, or an orphanage, and even though it may consist of more than one building in your area. Select one of the staff members as the **head** and record the others as **employees** or **patients** as the case may be.

Enumerate resident staff members (including nurses in training) on Form 2A (Population Questionnaire). Long-term patients (those in hospital for six months or longer) and patients with no usual place of residence should be considered as usual residents at the hospital and enumerated on Form 2A. Short-term patients (in hospital for less than six months) are considered as temporary residents and enumerated on Form 3.

You may be unable to interview some of the patients. Arrange to leave Individual Population Forms (Form 5) for distribution to such persons and set a date for your return visit to collect these forms. Make certain to transfer the information from the Forms 5 to Forms 2A or 3, depending on the length of the patient's stay in hospital. If any patient is unable to complete the Form 5, try to obtain as much of the required information as may be available from the hospital records.

29. Sanatoria, mental hospitals, etc.

The procedure for this type of hospital is similar to that for general hospitals. However, since the period of stay here is usually indefinite or fairly long, **all** patients are to be enumerated on Form 2A, the institution to be considered as their usual place of residence.

30. Nursing and welfare homes

Separate self-contained living quarters for staff members and their families within the institution premises are to be treated as separate private-type dwellings and the occupants of each as a separate household. Group all other persons in the home to form one household in a collective-type dwelling, selecting the most senior staff member as the **head**. Classify the other members of the staff as **employees** and the patients as **inmates**. Enumerate resident staff members and long-term patients (those in the home six months or longer) on Form 2A, and short-term patients (those in the home for less than six months) on Form 3.

31. Hotels, motels, missions, hostels, jails, tourist camps, etc.

Hotels which cater to transients, motels, tourist cabins, missions, hostels, and jails are examples of collective-type dwellings whose occupants change from day to day. Your Commissioner will advise you if your E.A. includes any of these dwellings. If so, it will be necessary to visit them during the evening of May 31, so that all persons who sleep there on the night of May 31-June 1 will be enumerated. Your Commissioner will have contacted the manager or some other responsible official before the Census date to obtain his co-operation and assistance in planning the enumeration of the dwelling.

Your Commissioner will instruct you in the method of distributing and collecting Individual Population Forms (Form 5) when it is not possible to obtain personal interviews with the guests or inmates. He will arrange for assistance if your area includes more of these dwellings than you can possibly visit in one day. When Forms 5 are used be sure to transfer the information to the appropriate Population Questionnaire (Form 2A or 3).

Parts (1) to (3) below present the general procedures for the enumeration of these dwellings.

- (1) **Hotels, motels, and tourist cabins.**— Enumerate the following persons on Form 2A:
 - (a) resident members of the staff and their families;
 - (b) guests for whom this is the usual place of residence;
 - (c) transients with no fixed residence.

Persons with a usual place of residence somewhere else in Canada are temporary residents here and are to be enumerated on Form 3. Do not enumerate persons whose usual residence is outside Canada.

The residents of each of these collective-type dwellings will be grouped together as one household, even though some may be living in self-contained suites in the hotel, or in cabins or

units of a motel separated from the main lodge or building. However, if more than one-half of the accommodation consists of self-contained dwelling units which are occupied by persons who have no usual place of residence elsewhere, consider the occupants of each such unit as a separate household in a private-type dwelling. Group the remaining resident staff members and guests as an additional household in a collective-type dwelling.



- (2) **Hostels and missions.**— All persons in a Salvation Army hostel, a mission, or some other similar dwelling are considered as members of one household. Most of the persons living there will have no other residence and will be enumerated on Form 2A. Select the senior resident staff member as the **head** of the household and consider the other members of the household as **employees** or **inmates**.

- (3) **Jails and other penal institutions.**— Self-contained living quarters provided for the warden and his family or for other staff members are classed as separate private-type dwellings and the persons in each such dwelling as a separate household. The remaining personnel of the institution and the inmates will form the institutional household, with a senior resident staff member as **head**, the guards or other staff members considered as **employees**, and the prisoners as **inmates**.

Enumerate persons confined to **city or county jails** on the night of May 31 on Form 3. On the other hand, inmates of **penitentiaries or reformatories** must be enumerated on Form 2A.

32. Boarding schools and university residences

Staff members and their families residing in separate self-contained living quarters are to be considered as separate households and their dwellings as private-type. Remaining resident staff members will be enumerated with the school household in a collective-type dwelling, with the senior staff member as the **head** of the household. Enumerate all resident staff members and their families on Form 2A.

Students with a usual place of residence elsewhere in Canada will be enumerated as temporary residents, on Form 3. All students with no other home will be enumerated on Form 2A. Do not enumerate students with a usual place of residence outside of Canada, however.

33. Lodging houses with 10 or more lodgers, clubs, Y.M. and Y.W.C.A.'s, etc.

Large lodging houses (with 10 or more lodgers), clubs, Y.M. and Y.W.C.A.'s, and other similar establishments frequently furnish accommodation in much the same manner as an hotel. Enumerate such places in the same way as an hotel, considering each such establishment as a separate collective-type dwelling unit and the persons residing there on June 1 as one large household, persons in their usual place of residence to be enumerated on Form 2A, and those residing there temporarily on Form 3.

34. Convents and monasteries

Each convent or monastery is to be counted as one collective-type dwelling with one household, even though it may consist of more than one building. In each of these institutions, the Superior will be the household **head**. For the other members of the household, write **Employee** in Question 3 of the Population questionnaires, and enter in brackets **Nun, Priest, Novice, Sister, Brother**, etc. Enumerate all persons residing in a dwelling of this type on Form 2A. Note that the residence of a priest or a dwelling occupied by a small group of nuns who teach in a local school should not be classed as a monastery or a convent. This type of residence, which occurs frequently in small towns or villages, should be considered as a private-type dwelling.

35. Construction camps, logging camps, etc.

Consider any separate dwellings for staff or employees and their families as private-type dwellings, and the occupants of each as a separate household. All other persons at the camp will constitute one large household in a collective-type dwelling, with the senior staff member as the **head** and the remaining members as **employees**.

Enumerate all residents of the camp on Form 2A except for cases such as a married man who definitely states that he maintains a usual place of residence somewhere else in Canada. Enumerate persons in this category on Form 3.

36. Military establishments (camps, stations, etc.).

Military establishments are special enumeration areas enumerated by the Department of National Defence. The military enumerator will enumerate all persons with a usual residence in Canada (including civilian workers and their families) living within the boundaries of the camp or station. **You must include, in your enumeration, all Canadian military personnel living in your E.A. but outside the boundaries of the camp or station.** To avoid omission or duplication of persons living close to the military area, consult your Commissioner to determine the exact boundaries of the camp or station.

37. Hutterite colonies

Count each Hutterite colony as one large household in a collective-type dwelling, with the **boss** of the colony as the household **head**. Enumerate each family group (husband, wife, and unmarried children) together. In the write-in section of Question 3, Form 2A, enter the relationship of the members of the family groups as follows:

Partner, family 1
Partner's wife, family 1
Partner's son, family 1

numbering each family in turn.

Enter **Partner** for persons who are not members of any family, and try, as far as possible, to retain this group together on the Population questionnaires.

38. Diplomatic residences

Diplomatic residences in which one or more Canadians were staying on the night of May 31—June 1 must be enumerated. The residence must be considered as a private-type dwelling, with the Canadian residents as a household. Select one of the Canadian occupants as the household head, and the others as employees, lodgers, etc., depending on their status in the dwelling. Do not enumerate any persons in the dwelling except the residents of Canada. Diplomatic residences in which no Canadians were staying on the Census date are not to be enumerated.

PART II—FORM 1, VISITATION RECORD**39. General instructions**

The Visitation Record is the first enumeration form you will use. Every dwelling in your E.A. must be listed, whether it is occupied, vacant, or under construction.

The Visitation Record provides for separate listings of private-type dwellings, collective-type dwellings, and dwellings under construction or vacant, as follows:

Private-type dwellings — list in Section I of pages (occupied single 2 to 21 (lines numbered homes, apartments, flats, mobile homes, summer cottages, etc.) consecutively from 001 to 300 in Column 3)

Collective-type dwellings (lodging houses with 10+ lodgers, hotels, group quarters in institutions, camps, etc.) — list in Section II of pages 2 to 9 (lines numbered 900 to 925 in Column 3)

Dwellings under construction or vacant (Excluding unoccupied summer cottages or trailers, etc.) — list in Section III of pages 2 to 9 and on pages 22 and 23

For most E.A.'s, one Visitation Record will be sufficient. However, if your E.A. contains more than 300 private-type dwellings, obtain a second Visitation Record from your Commissioner when the first one has been filled. Change the household numbers (Column 3) in Section I, etc., to 301, 302.....,etc. If you list any collective-type dwellings in the second book, start with the number following the number of the last such dwelling listed in your first book, (e.g., if the last collective-type dwelling listed in Book No. 1 was 914, begin with 915 in your second book).

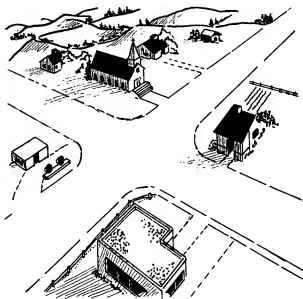
List all the dwellings in the order of your first visit—one dwelling on each line, and leaving no blank lines between listings. **It is especially important that no lines be skipped in the listing of private-type dwellings.**

Before beginning to enumerate, complete the required information on the front cover of the Visitation Record. **Use ink for all entries on this form.** Keep the V.R. in your portfolio when not in use to prevent undue soiling or other damage.

How to complete each column

40. Column 1 (Sec. I and II) Unincorporated village, settlement, etc.

An unincorporated village or settlement has no legal boundaries, but usually consists of a collection of dwellings grouped fairly closely together and has a name by which it is known locally.



Unincorporated villages, settlements, etc., are to be distinguished from post office addresses. That is, a group of farm dwellings scattered along a concession and having the same post office address is not necessarily such a place.

Show each place separately by drawing a line across Column 1 above the number of the first household in the village or settlement and a line below the number of the last household. Write the name of the place in Column 1 on each page until the enumeration of the village is completed.

If such a place extends into an adjacent E.A., indicate that you have enumerated only **part** of it.

In Section II, write the name of the village or settlement in Column 1 opposite any collective-type dwellings located within the unincorporated place.

41. Column 2 (Sec. I and II) Column 1 (Sec. III) Block number (if applicable)

If the map of your E.A. includes prenumbered blocks, enter the number of the block in which each dwelling you list is located.

42. Column 3 (Sec. I and II)
Household number

The number printed on each line of this column identifies the household being enumerated. This is the number that must be entered in Question A of the Population Questionnaire (Form 2A).

The rectangles around the numbers ending in "3" and "8" and the letter "S" in Column 1 indicate that these are "sample" households for which Form 2B (Housing Questionnaire) and Form 4 (Sample Questionnaire) must be completed.

43. Column 4 (Sec. I and II)
Column 2 (Sec. III)
Exact location of this dwelling

(1) For cities, towns and villages, enter street and number.

(2) For other areas, give:

(a) Lot and concession in Que. and Ont.

(b) Sec., twp., range and meridian in Prairies.

(c) Parish, twp., etc., in other provinces.

4

Follow the instructions given in this column. Remember that the **exact location** is required, which is not necessarily the same as the post office address. If the dwelling is in an apartment building, give the apartment number also.

For households in temporary residence in your E.A., give the address at which you enumerate them.

44. Column 5 (Sec. I)
Name of the head of this household

Apply the instructions in Section 25 to determine who is the head of the household. Enter the name by **printing** the surname first, followed by the given name and initials.

45. Column 5 (Sec. II)
Name (or type) of dwelling

Note that, in Section II, the name or type of collective-type dwelling is required, not the name of the household head.

46. Columns 6, 7 and 8
(Sec. I and II)
Number of persons in this dwelling

Usual residence here on June 1 (or no other residence)		Temporarily here on June 1
How many persons live in this dwelling and were here on June 1?	In addition, how many persons were temporarily away on June 1?	How many vis- itors who live elsewhere in Canada stayed here on June 1?
(Form 2)		(Form 3)
6	7	8

The entries in these columns will provide a count of the population in your E.A. To make this count complete and accurate, study carefully the instructions given on the inside front cover of this Manual to determine whom to enumerate in each

household and in what column of the Visitation Record they should be listed. Refer, also, to the instructions for "usual" and "temporary" residence as given in Section 24.

47. Column 9
Remarks

In addition to the type of remarks suggested for these columns, enter, in Section I, the date set to collect Forms 4 (Sample Questionnaire). In all sections, add any notes you consider necessary for your own use.

Examples of typical entries are included in your Work Book.

48. Column 10
Date of visit to this household

Record the date of your **first visit** to each household or dwelling.

49. Column 11
Call-back required

When a call-back is required for any reason (for example, if no one is at home at your first call, or if you are required to return for a further interview or to collect Forms 4 or Forms 5, etc.) place a check mark (✓) in this column. When the call-back has been completed, cross off the check mark (✗) to indicate that no further calls to this dwelling are required.

50. Columns 3 to 8 (Sec. III)

Dwellings under
construction
and
Vacant dwellings

If the dwelling is **under construction**, mark the box in Column 3.

For **Vacant dwellings**, two entries must be made as follows:

TYPE OF VACANCY	
New dwelling	Occupied before
4	5
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Indicate by drawing a line across the rectangle in the appropriate column (4 or 5) whether the dwelling has ever been occupied.

TYPE OF DWELLING		
Single (detached)	Single (attached)	Apartment, flat, etc.
6	7	8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classify all vacant dwellings in one of these columns, according to the instructions given in Section 82.

PART III—FORM 2, ENUMERATION BOOK**51. General instructions**

The Enumeration Book contains Population Questionnaires (Form 2A) and Housing Questionnaires (Form 2B). Each Population Questionnaire provides for the enumeration of four persons (two on each side) and each Housing Questionnaire for two dwellings (one on each side). These books have been printed in two sizes, the larger size containing space for the enumeration of two hundred persons and twenty dwellings, and the smaller size containing space for one hundred persons and ten dwellings. **Your supplies may include one book in the smaller size. If so, use it last, i.e., only when you have fewer than one hundred persons left to enumerate.**

Instructions for completing the questions on each questionnaire are included in Sections 55 to 79 (for Form 2A), and Sections 80 to 103 (for Form 2B). Since both forms are designed for direct machine processing the general rules for handling and marking, outlined below, apply to each form.

Ask the questions on each questionnaire in the order in which they are numbered and as they are worded. Do not assume the answer to a question even though you know the person. Do not omit a

question unless the **arrows or printed instructions on the questionnaire** indicate that it need not be asked.

Be especially careful that the forms in the Enumeration Book do not become torn, folded, or damaged in any way, and that no pins, staples, or clips are attached to them.

Observe the following rules, also, so that (a) the members of each household will be enumerated in sequence and in the same Enumeration Book, and (b) the Population and Housing information for each sample household will be included in the same Enumeration Book.

(1) Enumerate the members of each household in sequence on Form 2A

(a) If all members of the household are at home:

Enumerate them on consecutive sections of Form 2A, leaving no section blank.

(b) If all members of the household are absent:

List the household in your Visitation Record at the time of your first visit but **make no entries on Form 2A.**

On your return visit to enumerate the household, use the first blank section available

on Form 2A and enumerate the household members in sequence.


- (c) **If an individual in a household is absent:** Obtain all of the information for Form 2A from another responsible household member, if possible. If only part of the information can be supplied, arrange to call back for the remainder.

If no information can be supplied, enter at least the person's name on Form 2A so that a section will be reserved with the rest of the household, for completion on your return visit.


- (2) **Enumerate all members of the household in the same Enumeration Book.** If, in the Enumeration Book you are using, an insufficient number of Forms 2A are left for the enumeration of the next household, leave the remaining forms blank, and begin a new book so that all members of the household will be enumerated in the same book.
- (3) **Enumerate the Population and Housing for a sample household in the same Enumeration Book.** If all of the Forms 2B are used, start a new Enumeration Book for the next sample household even though some blank Forms 2A remain in the first book.


52. Marking instructions


In order that the machine will read the marks on the questionnaires correctly, it is important that you observe the following rules carefully:


- (1) Use only the marking pencil with which you have been provided.
- (2) Make entries only in the spaces provided in each question. Do not write or make a mark of any kind in the margins or in the sections below Question 26 of Form 2A and below Question 25 of Form 2B.
- (3) Most of the entries require that a mark be made over a thin line joining two small dots . Cover the line completely with one stroke at least as wide as the dots but not extending beyond the dots in length. Make the mark heavy enough to be clearly visible.

Rotate the pencil at least a quarter of a turn after each mark.


This is a marking position: 

When correctly marked, it becomes:  ← THIS

This mark is too long: 

This mark is too short: 

This mark is too light: 

This mark is off-centre: 

This mark is not horizontal: 

← NOT THIS

- (4) If a written entry is required, be sure the write-in does not extend beyond the space allowed for it.

53. Erasures

If a mark is made in error, it may be erased. Erasures must be made carefully, however, so that no part of the mark or even a smudge is visible. It is important, also, that you erase the mark vertically before erasing it lengthwise, and that you use only the eraser with which you have been provided. Be sure, also, that you erase only the incorrect mark.

54. Cancelled questionnaires or parts of questionnaires

Rarely should it be necessary to cancel a questionnaire or, in the case of Form 2A, a section of a questionnaire. However, if a form becomes damaged by marks that cannot be removed by erasing, or if you have enumerated persons or housing units in error, do not remove the damaged or incorrect forms from the Enumeration Book, but place a large "X" across the spoiled section to indicate that it is cancelled. **Be sure, however, to transfer the information to the next available section on that page (or on the next page) if any of the persons or the dwellings enumerated on the damaged form should be included in your enumeration.** Remember that the forms for each household must be kept in sequence and in the same Enumeration Book. (See Section 51.)

FORM 2A - POPULATION QUESTIONNAIRE

55. General instructions

Use Form 2A to enumerate every person listed in Columns 6 and 7 of the Visitation Record, that is, every person whose usual residence is in your E.A. Use both sides of each sheet before proceeding to the next one.

How to complete each question

56. Question 1

SAME OR DIFFERENT HOUSEHOLD

1. Same or different household?		A. Household No. (from Visitation Record)	
Start of a new household	→	0	100 200 300
Continuation of same household	→	0	10 20
		0	1 2
		B. Exact location	
		(Street and no.,	
		(Surrounding area)	
2. Name of person?		(Surname)	

Mark "Start of a new household" for the **first person** enumerated in the household, i.e., the head of the household, and proceed to Question A, as indicated by the arrow opposite this mark.

Mark "Continuation of same household" for all **other** members of the household except the head, and proceed to Question 2, as indicated by the arrow from this mark.

57. Questions A, B, and C

HOUSEHOLD IDENTIFICATION

A. Household No. (from Visitation Record)		Collective-type household		C. Is this dwelling on a farm or small agricultural holding? (One acre and 50 soles) Yes → No →
0	100 200 300 400 500	0	900	
0	10 20 30 40 50 60 70 80 90	0	70 80 90	
0	1 2 3 4 5 6 7 8 9	0	6 7 8 9	
		(Sample)		
B. Exact location of this dwelling?				
(Street and no., or lot and concession, etc.)		(City, town, village, parish, municipality)		

These questions must be marked on the first section completed for each household, i.e., on the section completed for the head of the household.

(1) Question A
Household number

In Question A, enter the household number by which this household is identified in Column 3 of the Visitation Record.

Make an entry in each of the three rows of marking spaces.

Example: (1) Household No. 004 is marked:

A. Household No. (from Visitation Record)		Collective-type household	
0	100 200 300 400 500	0	900
0	10 20 30 40 50 60 70 80 90	0	70 80 90
0	1 2 3 4 5 6 7 8 9	0	6 7 8 9
		(Sample)	

(2) Household No. 210 is marked:

A. Household No. (from Visitation Record)		Collective-type household	
0	100 200 300 400 500	0	900
0	10 20 30 40 50 60 70 80 90	0	70 80 90
0	1 2 3 4 5 6 7 8 9	0	6 7 8 9
		(Sample)	

57. Questions A, B, and C
Con.

- Note that:** (1) The numbers "3" and "8" in the last row are circled and that the word "sample" appears under these numbers. These are the households for which Form 2B (Housing Questionnaire) and Form 4 (Sample Population Questionnaire) must be completed, and which are designated by the letter "S" in the V.R.
- (2) All collective-type dwellings (listed in Section II of the V.R.) have numbers starting with 900 and there are no "sample" numbers in this section.

In the first row of Question A, mark the "900" space for such places, and in the second and third rows, mark the appropriate tens and digits.

Example: Collective dwelling No. 904 is marked:

A. Household No. (from Visitation Record)										Collective-type household
0	100	200	300	400	500					900
0	10	20	30	40	50	60	70	80	90	
0	1	2	③	4	5	6	7	⑧	9	(Sample)

(2) Question B
Exact location of this dwelling

Transfer the "Exact location of this dwelling", as entered in Column 4 of the V.R. Enter, also, the name of the city, town, village, parish, or municipality in which the dwelling is located.

(3) Question C
Is this dwelling on a farm or small agricultural holding?

- (1) Mark "Yes" if the dwelling is located on a holding of one or more acres having sales of \$50 or more of agricultural products during the past 12 months. In other words, mark "Yes" if the dwelling is located on a holding requiring the completion of an Agriculture Questionnaire (Form 6).

Some difficulty may be encountered for dwellings located within the boundaries of a farm but which are rented to someone not engaged in farm work. In such cases, if cash rent is paid by the occupant of the dwelling, the answer to Question C is "No".

Mark "No" for summer camps, tourist cabins, and motels, even if they are located within the boundaries of the farm.

- (2) Mark "Yes" for dwellings of Hutterite colonies.
- (3) If an institution operates a farm or agricultural holding, mark "Yes" only for the manager of the farm or holding and his household, if they live on the institution property.

Mark "No" for all others in the institution.

58. Question 2

NAME

2. Name of person?

(Surname or family name - PLEASE PRINT)

(Given name and initials)

Be sure the names are spelled correctly and that the surname is printed distinctly.

59. Question 3

RELATIONSHIP TO HEAD OF HOUSEHOLD

3. Relationship to head of household?

Head of household	Wife of head	Son of head	Daughter of head	If not listed write here, as: son-in-law, grandson, mother, uncle, niece, employee, partner, lodger, lodger's wife, lodger's daughter, inmate, etc.
-------------------	--------------	-------------	------------------	---

Enumerate the head of the household first, and other members in order given in Sec. 26.

59. Question 3 - Con.



Use the write-in space to record the exact relationship to the head of the household for all persons except those for whom marking spaces have been provided. (Note the examples of write-in entries on the questionnaire.)

Procedure for special cases:

- (1) **Adopted or step-child** - Report as a son or daughter.
- (2) **Ward:**
 - (a) Consider a ward of the Children's Aid Society as a "lodger" if the foster-parent receives pay for his care.
 - (b) Enter "Ward" in the write-in section, if no pay is received for his care.
 - (c) Enter the relationship if the ward is a relative of the head (e.g., "nephew").
- (3) **Employees and partners.** - Persons employed by the head of the household and living in the same dwelling are classed as "employees", **not lodgers**. Similarly, partners living in the same household should be classed as "partners", **not lodgers**.
- (4) **Lodging families.** - Enter "lodger", "lodger's wife", or "lodger's son" or "lodger's daughter" for members of a lodging family. If the son or daughter of a lodger is married and living with his own family, consider this group as a separate lodging family and report its members as "lodger", "lodger's wife", etc. If two or more lodgers are brothers or sisters, report each as a "lodger".
- (5) **Employees', partners', and inmates' families.** - Apply the instructions for lodging families to these groups also.
- (6) **Family groups in Hutterite colonies.** - Use the write-in space to enter the family number (see Section 37).

Remember:

- (1) If "Start of a new household" is marked in Question 1, "Head of Household" must be marked in this question.
- (2) The entry in this question must show the **relationship to the head of the household**.

60. Question 4

SEX

4. Male or female ?	<div style="display: flex; justify-content: space-between; align-items: center;"> Male <input type="checkbox"/> Female <input type="checkbox"/> </div>
---------------------	--

You must ask this question, since some names are common to both sexes, e.g., Beverly, Leslie, Shirley, Francis (or Frances), etc.

61. Question 5

AGE

5. Age at last birthday ? (Before June 1, 1961)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">Under one year</td> <td style="width: 10%;">0</td> <td style="width: 10%;">10</td> <td style="width: 10%;">20</td> <td style="width: 10%;">30</td> <td style="width: 10%;">40</td> <td style="width: 10%;">50</td> <td style="width: 10%;">60</td> <td style="width: 10%;">70</td> <td style="width: 10%;">80</td> <td style="width: 10%;">90</td> <td style="width: 10%;">100 years or over</td> </tr> <tr> <td></td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> </table>	Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over		0	1	2	3	4	5	6	7	8	9	
Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over														
	0	1	2	3	4	5	6	7	8	9															

Obtain the exact age at the last birthday before June 1, 1961. Mark one space on each line to record the age. For example, 40 years of age is marked:

5. Age at last birthday ? (Before June 1, 1961)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">Under one year</td> <td style="width: 10%;">0</td> <td style="width: 10%;">10</td> <td style="width: 10%;">20</td> <td style="width: 10%;">30</td> <td style="width: 10%;">40</td> <td style="width: 10%;">50</td> <td style="width: 10%;">60</td> <td style="width: 10%;">70</td> <td style="width: 10%;">80</td> <td style="width: 10%;">90</td> <td style="width: 10%;">100 years or over</td> </tr> <tr> <td></td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> </table>	Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over		0	1	2	3	4	5	6	7	8	9	
Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over														
	0	1	2	3	4	5	6	7	8	9															

Exceptions: (1) Under 1 year - one space provided.

(2) 100 years and over - one space provided.

62. Question 6

MARITAL STATUS

6. Single, married,
widowed, or divorced?Single
(Never married)Married
(Include separated)

Widowed

Divorced

Note that "Married" is to be marked for each person whose husband or wife is living, unless they have obtained a divorce.

63. Question 7

BIRTHPLACE

7. In what province (or
country) were you
born?

(If outside Canada,
give country according
to present boundaries)

Nfld.	P.E.I.	N.S.	N.B.	Que.	Ont.	Man.	Sask.	Alta.	B.C.	Yukon	N.W.T.
Austria	Belgium	Czechoslovakia	Denmark	England	Finland	France	Germany	Republic of Ireland	If not listed, write here:		
Greece	Hungary	Italy	Netherlands	Norway	Poland	U.S.S.R.	Wales	Yugoslavia			
Romania	Scotland	Sweden	Switzerland	U.S.A.							

If born in Canada.—Mark the appropriate province or territory in the top line.

If born outside Canada.—Mark the country of birth (according to its present boundaries) in the second, third or fourth row, or, if not listed, write the name in the write-in space.

If uncertain.—Because of changes in national boundaries, persons born in some parts of continental Europe or elsewhere may be uncertain of their country of birth. In such cases, ask them to state the province or district in which they were born (as Alsace-Lorraine, Bohemia, Slovakia) or the nearest city (as Warsaw, Danzig, Trieste, Strasbourg). Write such replies in the write-in space.

If born in Russia.—Before making an entry, determine whether the person was born in the U.S.S.R. (Union of Soviet Socialist Republics), Byelorussian S.S.R., Esthonia, Latvia, Lithuania, or Ukrainian S.S.R. Mark the space "U.S.S.R." only for those reporting "U.S.S.R.". For all others, write in "Byelorussian S.S.R.", "Esthonia", etc., as the case may be, but do not mark the space "U.S.S.R.".

If born in Ireland.—If the respondent is unsure of the part of Ireland in which he was born, ask him the name of the county of birth. The following counties are in Northern Ireland:

Antrim, Armagh, Down,
Fermanagh, Londonderry, Tyrone.

All others are in the Republic of Ireland.

If born at sea.—Enter "At sea".

64. Question 8

PERIOD OF IMMIGRATION

8. In what year did you
immigrate to Canada?

Born in Canada	or	Before 1921	1921-1930	1931-1940	1941-1945	1946-1950	1951-1955	1956-1959	1960	1961
----------------	----	-------------	-----------	-----------	-----------	-----------	-----------	-----------	------	------

Mark one space only.

Mark "Born in Canada" if a province or territory has been marked in Question 7 (Birthplace).

If not born in Canada, mark the period when the person first came to live in Canada.

65. Question 9

CITIZENSHIP

9 Country of citizenship Are you a Canadian? (If not, of what country are you a national or a citizen?)	Canada United Kingdom U.S.A. Germany Italy Netherlands Poland U.S.S.R. (If not listed, write here:)
--	--

Mark one space only.

Note that this question is asked in two parts.

If the answer to the first part ("Are you a Canadian?") is "Yes", mark "Canada".

If the answer is "No", ask the second part to determine of what country the person is a national or citizen. Mark the appropriate space or write in the reply.

Refer to the following table and list of guides to determine the citizenship of persons who are uncertain of the correct reply to this question or whose reply you may have reason to doubt.

Country of birth	Citizenship reported	Rules for acceptance
Canada	Canada	Accept as given.
Canada	Other than Canada	Ask if the respondent has lost his Canadian citizenship or has become a citizen of another country.
U.K. or other Commonwealth	Canada	Accept if: (1) The person has completed 5 years residence before January 1, 1947, or obtained a citizenship certificate, or (2) The person is a woman who married a Canadian and came to Canada before January 1, 1947, or obtained a citizenship certificate after that date, or (3) The person's father was a Canadian citizen at the time of his birth and (a) the person is under 21 years of age, or (b) he asserted his Canadian citizenship before his 24th birthday or was a resident in Canada at that time.
Other than Canada or other Commonwealth	Canada	Accept if: (1) The person obtained naturalization papers before January 1, 1947, or a citizenship certificate after that date, or as in items (2) or (3)—as above.
Other than Canada	Other than Canada	Accept as given.

The following additional guides are based on the Canadian Citizenship Act also:

- (1) A Canadian citizen is a British subject; however, British subjects not born in Canada are not necessarily citizens of Canada.
- (2) Since January 1, 1947, a non-Canadian woman (including a British subject) does not now automatically become a Canadian citizen upon marriage to a Canadian. She must obtain a certificate of Canadian citizenship.
- (3) A Canadian woman who married an alien before January 1, 1947 and by this marriage acquired her husband's nationality, or whose husband became an alien during the course of the marriage, lost her Canadian status. A Canadian woman who married an alien since that date retains her Canadian citizenship.

65. Question 9—Con.

- (4) If neither the husband nor the wife is a Canadian citizen, either may obtain a citizenship certificate without affecting the citizenship of the other.
- (5) A child born outside of Canada after his father's death will acquire the citizenship held by his father at the time of his death.
- (6) The death of her husband does not affect the citizenship status of the widow.
- (7) A person other than a natural-born Canadian citizen ceases automatically to be a Canadian upon residing outside of Canada for a period of ten consecutive years after January 1, 1947.
- (8) An alien who has made only a Declaration of Intention is not a Canadian citizen.
- (9) If a person under 21 years of age states that he has dual citizenship, accept the citizenship he wishes to report. If he is undecided, however, and if Canadian is one of the citizenships reported, enter Canadian.
- (10) Enter "Stateless" for a person who has no citizenship.

Do not accept the answer "Unknown" until you are certain the citizenship cannot be determined.

Immigrants who have lost their citizenship (such as the Hungarian group) and have not yet acquired Canadian or any other citizenship should be reported as "Stateless".

66. Question 10

ETHNIC OR CULTURAL GROUP

10. To what ethnic or cultural group did you or your ancestor (on the male side) belong on coming to this continent?	Austrian	Belgian	Czech	Danish	English	Estonian	Finnish	Native Indian	If not listed, write here:
	French	German	Greek	Hungarian	Icelandic	Irish	Italian	Band member Non-band	
	Jewish	Lithuanian	Negro	Netherlands	Norwegian	Polish	Romanian		
	Russian	Scottish	Slovak	Swedish	Ukrainian	Welsh	Yugoslavian		

Mark one space only.

It is important to distinguish carefully between "citizenship" or "nationality" on the one hand and "ethnic" or "cultural" group on the other. "Ethnic" or "cultural" group refers to the group from which the person is descended; citizenship (nationality) refers to the country to which the person owes allegiance. Canadian citizens belong to many ethnic or cultural groups—English, French, Irish, Jewish, Scottish, Ukrainian, etc.

For Census purposes a person's ethnic or cultural group is traced through his father. For example, if a person's father is German and his mother Norwegian, the entry will be "German".

If the respondent does not understand the question as worded on the questionnaire, you will ask the language spoken by him on arrival if he is an immigrant, or by his ancestor on the male side on first coming to this continent. For example, if the person replies that his ancestor on the male side spoke French when he came to this continent, you will record "French". However, if the respondent should reply "English" or "Gaelic" to this question, you must make further inquiries to determine whether the person is English, Irish, Scottish, or Welsh.

If the respondent does not understand the question as worded on the questionnaire or you cannot establish the ethnic or cultural group through the language of the ancestors, you will ask "Is your ethnic or cultural group on the male side English, French, Jewish, Negro, North American Indian, Norwegian, Scottish, Ukrainian, etc.?"

Procedure for persons reporting British Isles:

If a person reports "British Isles" but does not know if he is English, Irish, Scottish, or Welsh, enter "British Isles" in the write-in space.

Procedure for persons reporting Native Indian:

- (1) If a person reports "Native Indian" ask an additional question: "Is your name on any Indian Band membership list in Canada?" If the answer is "Yes", mark the space for "Band member". If "No" mark "Non-band".

Note that "Treaty Indians" should be marked "Band member".

66. Question 10—Con.

(2) If the person is of mixed white and Indian parentage:

- (a) Consider those living on Indian reserves as "Indian" and determine Band status as outlined above.
- (b) For those not on reserves, determine the ethnic or cultural group through the line of the father.

Procedure for persons reporting "Canadian", "U.S.A." or "Unknown":

Since this question refers to the time when the person or his ancestors came to this continent, the answer should refer to the ethnic groups or cultures of the old world. However, if, in spite of this explanation, the person **insists** that his ethnic or cultural group is "Canadian" or "U.S.A.", enter his reply in the write-in space.

If the person states that he really does not know what to reply to this question, enter "Unknown".

67. Question 11

RELIGION

11. What is your religion ?	Adventist	Anglican	Baptist	Christian Science	Greek Orthodox	Jehovah's Witnesses	Jewish	Lutheran	If not listed, write here:
	Mennonite	Mormon	Pentecostal	Presbyterian	Roman Catholic	Soyation Army	Ukrainian Catholic	United Church	

Mark **one** space or write in the entry if no space is provided.

Record the specific religious body, denomination, sect, or community. Note carefully that the person does not have to attend church in order to declare a particular religion.

Question the person further if he reports a broad, general term such as Christian, Protestant, or Believer. **Accept these terms only if a specific denomination cannot be given.**

If the response is:

- (1) Church of England — Mark "Anglican".
- (2) Church of Scotland — Mark "Presbyterian".
- (3) Methodist or Congregationalist — Question him further to determine if he means the United Church of Canada.
- (4) Greek Catholic — Question him further to find out if he means Ukrainian Catholic.
- (5) "Greek Church" or "Armenian Church" — Do not accept. Find out if it is Catholic or Orthodox.
- (6) No religion — Enter "None" in the write-in space.

Except as indicated above, accept without question the answer given.

Remember:

- (1) You must ask this question for every member of the family since a son or daughter does not, necessarily, follow the same religion as the parents or either parent.
- (2) For children of immature years, however, record the religion in which they are being trained or brought up.
- (3) You should not assume you know the answer nor should you attempt to make your own decision regarding another person's religion.

68. Question 12

MOTHER TONGUE

12. What language did you first learn in childhood and still understand ?	English	French	Danish	Finnish	German	Indian or Eskimo	Italian	Magyar	If not listed, write here:
	Netherlandish	Norwegian	Polish	Russian	Slovak	Swedish	Ukrainian	Yiddish	

Mark **only one** space or make a write-in entry.

Remember:

- (1) The language reported **must still be understood.**
- (2) For infants, mark the language commonly spoken in the home.
- (3) **If the response is:**
 Hungarian — Mark Magyar
 Austrian — Mark German

69. Question 13

OFFICIAL LANGUAGE

13. Can (you) speak English? French?	English only	French only	Both English and French	Neither English nor French
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Mark only one space.

Remember:

- (1) A person does not necessarily speak a language that he has studied in school. He must be able to carry on a conversation in a language to be credited with speaking it.
- (2) Infants who have not learned to speak will be marked as speaking the language most commonly spoken in the home (if English or French is the language of the home). Otherwise, mark the last space ("Neither English nor French"). In no case should an infant be marked as speaking both English and French.
- (3) Deaf-mutes are considered as speaking the language in which they make themselves understood.

70. Question 14

EDUCATION

14. What was the highest grade or year of schooling (you) ever attended? (Mark one space only)	No schooling Kindergarten	Elementary (Grade) 1-4 5+	High School (Year) 1 2 3 4 5	University (Year) 1-2 3 4+ Degree
---	---------------------------------	---------------------------------	---	---

Mark only one space to indicate the highest grade attended.

For example, for a person whose schooling ended after the third year in high school, the entry would be as follows:

14. What was the highest grade or year of schooling (you) ever attended? (Mark one space only)	No schooling Kindergarten	Elementary (Grade) 1-4 5+	High School (Year) 1 2 3 4 5	University (Year) 1-2 3 4+ Degree
---	---------------------------------	---------------------------------	---	---

(Example of how to mark "3rd year" in high school)

Procedure:

- (1) If the person was attending school during the past school year (i.e., since September, 1960) enter the grade or year in which he was enrolled.
- (2) Mark "No schooling" for infants who have not yet started to school and for persons who have never attended school.
- (3) For persons who have attended University, mark one of the spaces for "Years at University" if a degree has not been obtained. However, if a degree has been obtained, mark "Degree".
- (4) For persons who have attended school outside the province in which they are residing (i.e., elsewhere in Canada or in the United Kingdom or Continental Europe), use the conversion tables in Appendix E to determine the level of schooling completed.
- (5) For persons who have not attended a regular graded school make the best possible approximation of the level of schooling completed.
- (6) If a person is studying for a High School Diploma or for a Degree, through private instruction or part-time attendance at class, credit him with the grade or year in which these courses would be included in the regular day-time programme. Do not include such courses if he does not intend completing a high school or college year, however.



71. Question 15

SCHOOL ATTENDANCE

15 Since last September, did
(you) attend school or university?

Yes (any regular day-time attendance) →

No ←

Mark only one space.

Procedure:

- (1) Mark "Yes" in Q. 15 if the person's main day-time activity at any time since September, 1960, has been attending any of the following types of schools:
- (i) Elementary schools (public or privately controlled);
 - (ii) Secondary schools (high school, collegiate institute, technical high school, vocational high school, or junior high school);
 - (iii) Universities (including colleges which offer high school or university courses leading to a degree, e.g., classical colleges in Quebec);
 - (iv) Seminaries, schools for the blind and deaf, or other institutions providing an equivalent type of general education. (Note, however, that inmates of institutions, schools for the blind and deaf, etc., who are learning such trades as basket-making, leather work, etc., should not be considered as attending school.)
- (2) Mark "No" in Q. 15 for persons whose full-time schooling since September, 1960, has been limited to the following types of institutions:
- (i) Post-secondary technical institutes;
 - (ii) Teachers' colleges or nursing schools not affiliated with a university;
 - (iii) Private business colleges;
 - (iv) Trade or vocational schools, such as barbers' colleges, radio technicians' schools, etc.



72. Questions 16-25

Ask Questions 16 to 25 **only** of persons 15 years of age and over. Remember that these questions must be asked as worded and in the order in which they appear on the schedule.

- 16 Did (you) have a job of any kind last week?
(Even if not at work or part-time)
- 17 Did (you) look for work last week?
- 18 Did (you) have a job at any time in the past 12 months?

Yes

No

Yes

No

Yes

No

If answer is "No" to all three questions, omit Questions 19-25

C

73. Questions 16, 17 and 18

Questions 16 to 18 are aimed at determining whether or not persons 15 years of age or over are in the current labour force, or, if not, if they had a job at any time during the past year.

Questions 16 and 17 refer to **last week**, that is, the calendar week (Sunday through Saturday) preceding the week in which you are enumerating the household.

Question 18 refers to the **past 12 months**, that is, the 12 months prior to June, 1961.

General procedure:

- (1) If the answer is "Yes" to any of Questions 16 to 18, skip the remaining questions in the group as indicated by the arrow and ask Questions 19 to 25 as applicable. For example, if the answer is "Yes" to Question 16, skip Questions 17 and 18 and proceed to Question 19. In other words, the space "Yes", if marked for this group of questions, should be marked only once for each person 15 years of age or over.
- (2) If the answer is "No" to all three questions, omit Questions 19 to 25 as indicated by the printed instruction on the Questionnaire.

73. Questions 16, 17 and 18
Con.

(1) Question 16

Have a job last week?

Mark "Yes" for all persons who had a job of any kind, either part-time or full-time, in the week before your call and proceed directly to Question 19 (Hours usually worked).

These would be persons who:

- (1) were working at their jobs or businesses

or

- (2) were temporarily absent from their jobs or businesses for such reasons as:
- (a) illness (his own or his family's);
 - (b) vacation with or without pay provided the person's job is being held for his return;
 - (c) bad weather;
 - (d) labour dispute at his place of work;
 - (e) personal reasons.

The word "job" is not confined to paid jobs. It is meant to include self-employment in own businesses, professional practices or farm operations and unpaid jobs in a family farm or business as well as paid jobs.

Count as "with a job":

- (1) Paid job as an employee for someone else for:

- (a) regular wages or salary;
 - (b) tips or at piece rates;
 - (c) payment in kind (room, board, or supplies received in place of cash wages).
- For examples, nurses in training, apprentices and other persons receiving training on the job as well as working members of Hutterite colonies, even though they worked for payment in kind only, should be considered as having a job.

- (2) Self-employment in own business, professional practice or farm:

Persons responsible for the day-to-day operation of a farm, business or professional practice even though not doing the actual work should be considered as having a job.

- (3) Unpaid job in a family farm or business, i.e., a person who worked without regular money wages or salary at tasks (other than home housework) which contributed to the operation of a farm or business owned and operated by some member of the household related by blood, marriage or adoption, such as a grocer's wife who worked in her husband's store without wages.

- (4) Part-time job: If a person had a part-time job last week, mark "Yes".

This would include:

- (a) Persons keeping house who worked at part-time jobs such as sewing at home for others for pay;
- (b) Students who had part-time jobs for pay after school or on Saturday delivering papers, helping on the farm, babysitting, etc.;
- (c) Persons who had jobs as guards, janitors, etc., even though retired from their regular employment.

Many housewives, students and elderly persons do part-time work. Be sure to enter "Yes" in Question 16 for such persons if they did any work at all for pay last week.

Example: A 16-year-old boy who worked for pay at the local supermarket after school last week should be marked:



16. Did (you) have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If answer is "No" to all three questions, omit Questions 19-25
17. Did (you) look for work last week?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
18. Did (you) have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

C _____

73. Questions 16, 17 and 18
Con.

(1) Question 16 - Con.

Mark "No" in Question 16 for all persons who, during the week preceding your visit did not have a job of any kind, either part-time or full-time. Then ask the next question, i.e., Question 17.

Do not count as "with a job":

- (1) Persons keeping house at home or going to school who did no other work;
- (2) Persons working without money pay for a related member of the household at tasks which did not contribute to the operation of a farm or business, e.g., cutting the lawn, painting the porch, weeding the kitchen garden;
- (3) Persons on layoff from their jobs who did not work last week, regardless of whether or not they have instructions to return to work at a later date;
- (4) Handymen or other odd-job labourers who did not work last week;
- (5) Persons "on call" to work only when their services are needed, such as supply teachers or nurses, who did not work last week;
- (6) Persons doing volunteer unpaid work for service organizations or church groups, such as Red Cross, Community Chest, Boy Scouts, or Salvation Army;
- (7) Inmates of institutions, even though employed in the production of goods which have an economic value or working for cash or kind at such duties as cooking, cleaning, or laundry work, within the institution. Tasks performed by institutional inmates are not considered "work" for census purposes.

(2) Question 17
 Look for work last week?

This question must be answered for all persons who had no job last week, that is, for everyone marked "No" in Question 16. Do not assume that persons such as housewives, students or elderly persons were not looking for work.

Mark "Yes" for all persons who actively looked for work last week or would have actively looked for work except for temporary illness, layoff, or the belief that no work was available. Then proceed directly to Question 19.

This would include persons who:

- (1) actively looked for work - made efforts to get a job or establish a business or professional practice. Such efforts may consist of:
 - (a) registration in a national employment office;
 - (b) meeting with or telephoning prospective employers;
 - (c) placing or answering advertisements;
 - (d) writing letters of application.
- (2) would have actively looked for work except for their own temporary illness.
- (3) did not actively look for work because:
 - (a) they expect to be called back to their jobs from which they were laid off;
 - (b) they believed that no work was available in the community which was suitable to their particular skill.

Mark "No" for all persons who did not have a job and were not looking for work last week, such as persons keeping house, going to school, and inmates of institutions.

Mark "No" also, for persons who did not actively look for work because they are too old, too young, or handicapped in any way.

(3) Question 18
 Have a job in the past 12 months?

This question must be answered for each person with "No" in both Questions 16 and 17.

"With a job" is defined in the same way as for Question 16 but covers the past 12 months.

Mark "Yes" for any person who did not have a job or look for work last week, but who had a part-time or full-time job of any kind, at any time in the past 12 months. Then proceed directly to Question 19.

73. Questions 16, 17 and 18
Con.
(3) Question 18—Con.



Exception: Persons who were inmates of institutions last week should be marked "No" in Question 18 even though they had a job outside the institution during the past 12 months.

Mark "No" for any person who did not have a job in the past 12 months and omit Questions 19 to 25.

Remember:

The answer to Questions 16, 17, and 18 must be "No" for all inmates.

Example: A housewife who did not have a job or look for work last week but was employed by the T. Eaton Department store during the last Christmas rush should be marked:

16 Did (you) have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If answer is "No" to all three questions, omit Questions 19-25 C _____
17 Did (you) look for work last week?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18 Did (you) have a job of any time in the past 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

74. Question 19

HOURS USUALLY WORKED EACH WEEK

19 Number of hours usually worked each week?	1-19	20-29	30-34	35-39	40	41-44	45-49	50+	Never worked	(Omit Questions 20-25)
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There must be an entry in Question 19 for each person who reported: "Yes" to any one of the preceding Questions 16 to 18.

This question refers to the usual number of hours worked each week.

Include all hours spent at work, including work without pay on a family farm or business.

Exclude hours spent at own housework and any time off, such as lunch hour.

Two or more jobs:—If a person had two or more jobs at which he worked last week add together the number of hours usually spent at each and mark the space that includes the total number.

If the respondent is uncertain about the number of hours suggest some of the broad intervals on the schedule.

Never worked—If a person is looking for his **first job**, i.e., if he has never worked at any kind of job or business, either full-time or part-time, or has never done unpaid work in a family business or on a farm, mark "Never worked" and omit Questions 20 to 25 as indicated on the Questionnaire.

Example: A school graduate looking for his first job during the week preceding your visit should be marked:

16 Did (you) have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If answer is "No" to all three questions, omit Questions 19-25 C _____
17 Did (you) look for work last week?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18 Did (you) have a job of any time in the past 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

19 Number of hours usually worked each week?	1-19	20-29	30-34	35-39	40	41-44	45-49	50+	Never worked	(Omit Questions 20-25)
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75. Questions 20 - 23
Description of job or business

20. For whom did (you) work last week, (or when you last worked) ?	Name of firm, government agency, or other employer:
21. What kind of business or industry was this ?	As retail grocery, auto manufacturing, city busline transportation.
22. What kind of work did (you) do in this industry ?	As sales clerk, lathe operator, purchasing agent.
23. Did (you) operate (your) own business or work for others in this occupation ?	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> WORKED FOR OTHERS Wage or salary earner Unpaid family worker </div> <div style="text-align: center;"> OPERATED OWN BUSINESS With paid help Without paid help </div> </div>

These questions must be answered for all persons who were marked "Yes" in Questions 16, 17, or 18, except those who never worked.

The entries in Questions 20 to 23 describe a person's job (or business) and when completed, must refer to the same job, i.e., the four answers must be consistent.

For persons who had a job last week (marked "Yes" in Q. 16) the entries in Questions 20 to 23 should describe the job held during last week.

Two or more jobs:—If a person held more than one job last week enter the detail for the job at which he worked the greatest number of hours during the week.

For a person marked "Yes" in Question 17 who had worked before, or marked "Yes" in Question 18, enter the detail for the last job (or business) he had.

(1) Question 20

NAME OF EMPLOYER

If a person worked for others, enter the full and official name of the company, government agency or other employer for whom he worked. This information helps us classify the business. **Do not abbreviate the name.** Canadian General Electric Co. Ltd. is an acceptable entry but not General Electric or C.G.E.

If there is any doubt as to who should be listed as a person's employer show the agency or person paying his wages or salary. For example, a railway mail clerk is an employee of the Post Office and the correct entry in Question 20 should be Federal Post Office, not the name of a railway company. Members of the Canadian Corps of Commissionaires are paid by the Corps. Therefore, although working as security guards, elevator operators, etc., in industry, their firm name should be reported as "Canadian Corps of Commissionaires".

If a person has his own business, farm or profession enter the business name under which he operates. If he does not operate under a business name enter his own name. Thus, if John Smith has a trucking business but does not operate under a business name, enter John Smith, i.e., the owner of the business. This entry should be made also for all persons working for him.

If a person is looking for work or had a job in the past 12 months enter the name of the company or business for which he last worked.

Instructions dealing with firms having more than one establishment

An "establishment" is a unit which produces goods or provides services, e.g., a farm, a mine, a factory, a store, or a shop. In most cases, the establishment is at a single physical location and it is engaged in only one or predominantly one type of economic or industrial activity.

You have been asked to report the name of the firm in Question 20. The majority of firms have only one establishment. In such cases the name of the establishment and the name of the firm are the same.

75. Questions 20-23 — Con.**(1) Question 20 — Con.**

However, some firms, such as Canada Packers Ltd., Canadian General Electric Co. Ltd., Canadian Industries Ltd., Household Finance Corporation of Canada, Imperial Oil Ltd., United Cigar Stores Ltd., F.W. Woolworth's Ltd., have more than one establishment which may or may not be engaged in the same kind of activity. In such cases, follow the instructions given below:

- (1) For persons employed by chain firms, such as the United Cigar Stores Ltd., or F.W. Woolworth's Ltd., which carry on the same kind of activity in various establishments — Enter the name of the firm
- (2) For persons employed by firms, such as Canadian Industries Ltd., which carry on different kinds of activity in different establishments under the same name as the firm — Enter the name of the firm and the division of industry, e.g., Canadian Industries Ltd. — Nylon Division; Canadian Industries Ltd., — Paint and Varnish Division
- (3) For persons employed by firms, such as the Canadian National Railway Co., which carry on different kinds of activity in different establishments under a different name than that of the firm — Enter the name of establishment, not the name of the firm. For example, the C.N.R. operates different establishments for its telegraph system, steamship lines, railroad car shops and hotels. Therefore "Chateau Laurier Hotel" should be reported for a person working in the Chateau Laurier which is a C.N.R. Hotel, and "Canadian National Telegraphs" for an individual working for the telegraph system.

For persons employed in **regular government departments** enter the name of the department as well as the branch or division and indicate whether federal or provincial.

Examples of entries for Federal Government employees

Federal Dept. of Agriculture — Livestock Division
Federal Dept. of National Revenue — Taxation Branch
Federal Dept. of Transport — Canal Services

Examples of entries for Provincial Government employees

Provincial Dept. of Agriculture — Veterinary Service
Provincial Dept. of Education — Correspondence Study Branch
Provincial Dept. of Health and Welfare — Public Health Branch

However, for persons employed by **Federal or provincial enterprises, crown companies, boards, commissions, universities, schools, hospitals, etc.**, enter the name of the enterprise, board, school, hospital, etc.

Examples of boards, commissions, schools, etc.

Canadian Broadcasting Corporation	Quebec Workmen's Compensation Board
Canadian Wheat Board	Saskatchewan Telephone System
Central Mortgage and Housing Corporation	Selkirk Mental Hospital
Nova Scotia Liquor Control Board	Toronto Teachers' College
Ontario Hydro Electric Power Commission	Trans-Canada Air Lines

75. Questions 20 - 23 - Con.
(1) Question 20 - Con.

Ontario Training School for Boys
Polymer Corporation Ltd.

Unemployment Insurance Com-
mission
Vancouver Normal School

Likewise, for municipal government employees the employer may be the regular local government department, or the board, agency, or enterprise which is municipally owned.

Examples of entries for municipally controlled boards, commissions, etc.

City of Regina Engineers Dept.
Greater Vancouver Water Board
Halifax County Jail

Ottawa Civic Hospital
Montreal Transportation Commission
Winnipeg Board of Education

(2) Question 21

KIND OF BUSINESS OR INDUSTRY

Enter the kind of business, industry or service in which the employer reported in Question 20 was **primarily** engaged. Do not repeat the name of the employer in this entry.

The kind of business or industry entry must contain both a **general** and a **specific** description of the employer's business, for example:

Uranium mining;
Paper box manufacturing;
Road construction;
Wholesale grocery;
Retail shoe store.

The **general** nature of the business is indicated by the words: mining, manufacturing, construction, wholesale, retail.

The **specific** nature of the business is indicated by the words: uranium, paper box, road, grocery, shoe.

At least two words are usually required to describe correctly the kind of business or industry.

Exception:

For farms, the single word "farm" or "farming" is enough.

Distinguish manufacturing, wholesale, and retail establishments

A **manufacturing** establishment should be reported as manufacturing for the general nature of the business even though it sells its products in large lots to other manufacturers, wholesalers, or retailers.

A **wholesale** establishment sells mainly to retailers, industrial users, and other wholesalers.

A **retail** establishment sells mainly to individuals for personal or household use.

If the business is both wholesale and retail, report the **major** industrial activity.

For persons employed by a manufacturing firm (or factory, mill, or plant), enter the principal product manufactured such as auto manufacturing, aircraft factory, flour mill, meat packing plant.

For operators or employees of businesses engaged primarily in selling, enter the principal product sold and indicate whether "retail" or "wholesale".

Government organizations

Where the name of a government organization is not descriptive of its main activity, the activity should be described. For example, a correct entry for a



75. Questions 20-23 - Con.
(2) Question 21 - Con.

Provincial Liquor Control Board might be either "licensing of liquor sales" or "liquor retail".

"Home" businesses

Some people carry on businesses in their own homes without established business premises. Report the type of industry for these businesses just as if they were carried on in established business premises. For example, "dress-making shop" should be reported for a person engaged in dressmaking in her home and "hairdressing shop" for a person engaged in hairdressing in her own home.

Private household workers

"Private home" should be reported for paid private household workers, such as domestic servants and housekeepers employed in the home of another person. For example, private home (not farming) should be reported for a paid housekeeper in a farm household.

The following list shows some of the non-acceptable and acceptable entries for kind of business or industry as required for Question 21.

Non-acceptable	Acceptable
Club	Golf club; fraternal club; night club; residence club.
Dairy	Dairy farm; dairy products - wholesale; dairy products - retail; dairy products - manufacturing.
Electrical work	Electrical contracting; electrical appliance repair shop; electrical appliance manufacturing; electric light and power utility.
Engineering company	Engineering consulting firm; general contracting; wholesale heating equipment; construction machinery manufacturing.
Lumber company	Sawmill; planing mill; veneer mill; lumber camp; wholesale lumber.
Oil company	Oil drilling; petroleum refining; retail gasoline station; petroleum pipeline transportation; wholesale oil distributor.
Public utility	Electric light & power utility, gas utility, water utility, garbage disposal.

Remember:

Do not use the word "company" in this entry. It does not give us useful information. If the respondent reports that her husband works for a furniture company you should find out by asking additional questions whether the company is principally engaged in manufacturing or selling furniture and if selling, whether it is wholesale or retail. The type of furniture, such as household or office, in which the company specializes should be reported also.

(3) Question 22

OCCUPATION

Enter the occupation, i.e., the kind of work the person does in the industry reported in Question 21. This entry should tell clearly and specifically the kind of work performed by the person. Be careful to obtain the correct spelling of the occupation.

The job title is acceptable if it tells clearly and specifically what a person does, for example, sales clerk, auto mechanic.

75. Questions 20-23—Con.
(3) Question 22—Con.



If his job title is not an adequate description, find out what he does, for example, "repairs office machines" is more descriptive than the job title "Service representative".

Two or more words are generally required to describe the occupation properly. There are many kinds of engineers, agents, teachers, etc., which are put into different groups in census statistics on occupations. The occupation entry must be specific, such as: civil engineer, freight agent, music teacher.

If the first answer given by the respondent is general or vague, follow-up questions must be asked until you are satisfied that you have obtained the specific occupation of the person.

The following list gives some examples of the non-acceptable and acceptable entries for kind of work or occupation as required for Question 22.

Non-acceptable	Acceptable
Adjuster	Claim adjuster; brake adjuster; insurance adjuster; complaint adjuster.
Agent	Advertising agent; purchasing agent; sales agent; freight agent.
Assembler	Radio assembler; switchboard assembler.
Caretaker	Whenever possible, specify janitor, guard, gardener, groundskeeper, vault attendant.
Carman (in railroad car shops)	Whenever possible, specify upholsterer, welder, painter, freight-car repairer.
Civil servant	Civil servants are classified according to the work they do. Therefore, specify stenographer, principal clerk, statistician, economist, administrative officer, librarian. (Grade should be indicated whenever possible.)
Clerk	Shipping clerk; accounting clerk; sales clerk. However, if a person is engaged in general office duties, the entry "general office clerk" will suffice. (Typists, bookkeepers, cashiers, etc., should be reported as such and not as clerks.)
Commissionaire (i.e., a member of the Canadian Corps of Commissionaires)	Security guard; elevator operator; store detective.
Doctor	Physician; dentist; veterinarian; osteopath; chiropractor.
Engineer	Mechanical engineer; stationary engineer; steam-shovel engineer.
Fireman	Locomotive fireman; boiler fireman; city fireman
Foreman	Lineman foreman; blacksmith foreman; carpenter foreman.
Inspector	Boiler inspector; electrical inspector; fire inspector; grain inspector; meat inspector.
Instructor	See "Teacher" below.
Labourer	Whenever possible, specify mine labourer; sweeper; street cleaner; car cleaner; garbage collector; truck loader; freight handler; warehouseman; section hand, bottle washer.

75. Questions 20-23—Con.
(3) Question 22—Con.



Machine operator	Adding-machine operator; drilling-machine operator; sewing-machine operator; mixing-machine operator.
Manager	Advertising manager; credit manager; sales manager; delivery manager; office manager; purchasing manager.
Mechanic or repairman	Auto mechanic; dental mechanic; television mechanic; office-machine mechanic.
Miner	Do not report "miner" for all persons engaged in mining operations. Distinguish the skilled mining workers from other workers by reporting specific occupations such as cage tender, chain runner, diamond driller, drill runner, landing tender, mucker, rope rider, shiftman, shot firer, stope boss, timberman, mine motorman.
Nurse	Registered nurse; practical nurse; nurse in training; nurse's aide.
Office worker	Typist; comptometer operator; bookkeeper; receiving clerk; office clerk.
Repairman	See "Mechanic" above.
Salesman	Advertising salesman; insurance salesman; travelling salesman; driver-salesman; canvasser; pedlar (see definition of canvasser and pedlar below).
Supervisor	Kitchen supervisor; linen supervisor; typing supervisor.
Teacher or instructor	Art teacher; athletic instructor; music teacher; nursing instructor; dancing teacher; swimming instructor. (For a public or high school teacher who teaches many subjects, "public-school teacher" or "high-school teacher" are satisfactory entries.)
Technician	Dental technician; electronic technician; medical technician; X-ray technician.
Trucker	Truck driver; trucking contractor; electric-truck operator; lift-truck operator, etc.

Cautions:

- (a) **Members of religious orders**, such as nuns, brothers, or priests, are classified to the type of work they do. If they are assigned specific duties, these must be specified, as: registered nurse, school teacher, professor, music teacher, bookbinder, housekeeper, seamstress, cook, farm labourer.
- (b) **Members of the Armed Forces** should be reported to their rank such as lieutenant, sergeant, or corporal. Do not report the trade or occupation to which they are assigned.
- (c) **Worker, factory worker, textile worker, etc.**—Do not accept the term "worker", "factory worker", "textile worker", "leather worker", "metal worker", etc. Always be specific in reporting the kind of work a person does. Specify yarn spinner, leather tanner, riveter, punch-press operator, etc.
- (d) **Employee.**—Avoid using the term "employee" which denotes a status, not an occupation. We want to know the kind of work the person is doing. If a

75. Questions 20-23—Con.
(3) Question 22—Con.

person is setting up pins at a bowling alley, report "pin boy". If a person is developing photos in a photographic studio, report "photo developer". A Post Office employee should be reported as a postal clerk, postman, etc.

- (e) **Maintenance man.**—Avoid using the term "maintenance man" by itself, if possible, in reporting a person's occupation. Indicate clearly whether his duties are confined to keeping the physical structure of the establishment in good repair or to repairing of machines and mechanical equipment. If primarily engaged in repairing machines, enter the type of machine repaired. For persons who are keeping both the mechanical equipment as well as the physical structure of the building in good repair the entry "maintenance man" is satisfactory.
- (f) **Names of departments or places of work.**—Occupation entries which give only the department or other place of work are unsatisfactory. Examples of such unsatisfactory entries are "foundry work", "works in warehouse", "works in shipping department". The occupation entry should tell us what the worker himself does, not what his department does.

Be careful not to confuse the following occupations:

- (a) **Accountant versus bookkeeper.**—Some persons tend to exaggerate the importance of their occupation and say that they are accountants when they are actually accounting clerks or bookkeepers. Try to distinguish.
- (b) **Apprentice (learner, trainee, improver) versus helper.**—An apprentice (learner, trainee, improver) is a person (usually a young person) who is learning a job; a helper merely helps the person for whom he is working and does not get formal training on the job.

Apprentices are not classified in the same way as helpers in Census statistics. Be very careful to distinguish between these terms and enter apprentice electrician, electrician's helper as the case may be.

Remember:

Be sure to include both the occupation and the word apprentice or helper in the description, e.g., draughtsman's apprentice, truck driver's helper.

- (c) **Canvasser versus pedlar.**—A "canvasser" goes from house to house with a sample of merchandise and takes orders for future delivery. Typical examples of canvassers are persons selling Rawleighs, Watkins and Avon products. A "pedlar", on the other hand, sells his merchandise (which he carries with him), such as fruits, vegetables, peanuts or popcorn, on the street or from door to door.
- (d) **Contractor versus skilled worker.**—A "contractor" is engaged principally in obtaining contracts and supervising the work. A skilled worker who works with his own tools should be reported as a carpenter, plumber, electrician, etc.
- (e) **Farmer versus farm manager, farm foreman, farm labourer.**—A "farmer" is a person responsible for the day-to-day operations of a farm, either as owner, tenant, or partner. He is self-employed. A "farm manager" is one who is hired to manage a farm for someone else. A "farm foreman" supervises a group of farm labourers. A "farm labourer" does general farm work. Do not report "Farmer" for all persons working on a farm.

- (f) **Interior decorator versus painter or paperhanger.**—An "interior decorator" designs decorations for the interior of homes, hotels, offices, etc., and supervises the arrangement of furniture and other decorations. Do not report a painter or paperhanger who only does painting or paperhanging as an "interior decorator".



75. Questions 20-23—Con.

(3) Question 22—Con.

(g) **Machinist versus machine operator.**—A “machinist” is a skilled craftsman who constructs and repairs all kinds of metal parts, tools and machines through the use of blueprints, machine and hand tools, and measuring instruments. A person who operates a factory machine, e.g., a drill-press operator, should be reported as such. He is not a machinist.

(4) Question 23

CLASS OF WORKER

23. Did (you) operate (your) own business or work for others in this occupation?	WORKED FOR OTHERS		OPERATED OWN BUSINESS	
	Wage or salary earner	Unpaid family worker	With paid help	Without paid help

In Question 23 we want to get class-of-worker information to complete the description of the job the person has reported in Questions 20 to 22.

There must be an entry in **one** of the four marking positions for each person with industry and occupation entries. Do not underline “Worked for others” or “Operated own business”.

For persons who had a job during the week preceding your visit (marked “Yes” in Question 16) the class of worker reported in Question 23 **must refer to that particular week.**

This question may not have to be asked in many cases because the correct answer may be obvious from the preceding conversation. However, in case of doubt, be sure to ask the question.

WORKED FOR OTHERS**Wage or salary earner****WORKED FOR OTHERS**

Wage or salary earner.—Mark this space for any person who worked for others for wages, salary, tips, piece rates or payment in kind.

“Payment in kind” includes room, board, supplies and food, such as dairy and poultry products from the farm. This is considered pay except for a member of the family. Persons such as nurses in training, apprentices and other persons receiving training on the job, members of religious orders and working members of Hutterite colonies, who only work for “payment in kind” should be reported as “Wage or salary earner”. The only exception to this rule is for persons working in a family farm or business receiving only “payment in kind” who should be reported as “Unpaid family worker”. (See definition and examples of “Unpaid family worker” below.)

Make sure that, in addition to the persons who worked for “payment in kind” in a non-family enterprise, the following are marked “wage or salary earner”:

- (1) salesmen on commission who work for only one company;
- (2) nurses engaged on the staff of hospitals or other organizations at a continuing wage or salary;
- (3) government employees including members of armed forces;
- (4) clergymen and priests;
- (5) odd-job labourers.

Unpaid family worker

Unpaid family worker.—Mark this space for any person who worked **without regular money wages** at tasks (other than home housework) which contributed to the operation of a farm or business owned and **operated** by some member of the household **related** by blood, marriage, or adoption. Room and board and a cash allowance or spending money received irregularly are not counted as pay for these family workers.

75. Questions 20-23—Con.



OPERATED OWN BUSINESS

With paid help



Examples of unpaid family workers:

- (1) a farmer's son who helps his father on the farm without regular wages during vacation, after school hours or on Saturdays;
- (2) a woman who works in her husband's grocery store without regular wages or salary.

Do not include the following as "Unpaid family worker":

(They are not considered as having a job, as the work done does not contribute to the operation of a farm or business, so should be marked "No" in Question 16.)

- (1) a son doing odd jobs around the house such as mowing the lawn, painting the porch;
- (2) a daughter who helps her mother with the housework.

OPERATED OWN BUSINESS

This category includes the following:

- (1) a person who operates a farm for himself whether he owns or whether he rents the land;
- (2) a person who operates his own business, regardless of the form of business organization;
- (3) a person in his own professional practice or working on a free-lance basis;
- (4) a salesman who maintains an office or staff, or who works for a number of business firms;
- (5) a private-duty nurse engaged for a fee to attend a specific patient either in hospital or at home for a period of illness;
- (6) a person who contracts or sub-contracts to do a job. For example, a person who has a truck (or trucks) and provides haulage service for companies or private individuals should be considered as operating his own business.

Remember:

- (a) Two or more persons who operate their own business or farm jointly or as partners should each be considered as "operating own business". The word "own" is not limited to one person.
- (b) This category "operated own business" does not include superintendents, managers, or other executives hired to manage a business.
- (c) A person who owns a farm or business which he does not operate is not considered as "operating own business".

With paid help.—Mark this space for any person in his own business, farm or professional practice who employed **one or more** paid workers in connection with his business last week or when he **last** worked.

Examples of persons operating own businesses "with paid help":

- (1) a farmer who hires a man to help on his farm for money wages or payment in kind, such as room and board, or who pays regular wages to his son or other relative to work on the farm;
- (2) a grocer who hires a person to help in his store or who pays regular wages to his son or other relative to work in his store;
- (3) the principal or sole owner of a company who manages the business himself and operates it with hired help. He is classed as operating his own business with paid help and not as a wage or salary earner even if his current drawings are recorded in the company's records as salary;
- (4) a physician, dentist, lawyer or other professional person who works for fees and hires **one or more** employees in the operation of his practice;
- (5) a truck driver who contracts to haul materials for a company or a firm and hires **one or more** employees to help him.

75. Questions 20-23—Con.

Without paid help



Without paid help.—Mark this space for any person in his own business, farm, or professional practice who did not have any paid help last week or when he last worked.

Examples of persons operating own businesses without paid help:

- (1) a farmer who has no paid help (may have unpaid family workers);
- (2) a grocer who does not pay anyone to help him (may have unpaid family workers);
- (3) a dentist, lawyer or other professional person who works for fees and does not hire a dental nurse, stenographer, etc. (he may have a maid in his own home but, since this is not in connection with his business, he would still be classed as "without paid help");
- (4) a partner in business or farm in which no employees are paid;
- (5) a woman who operates a boarding or rooming house and does not pay anyone to assist her;
- (6) a dressmaker or hairdresser carrying on a business in her home without paid help;
- (7) a pedlar who sells fresh fruits and vegetables from door to door by himself;
- (8) a retail fuel agent who buys oil in bulk from an oil company and resells it;
- (9) a skilled tradesman, such as a carpenter, who does not hire any person to work for him, and who does sub-contract work for larger contractors. Such a carpenter should be returned as a "carpenter" in Question 22;
- (10) John Smith, a taxi driver who owns a taxi and operates it himself through a taxi company or association to which he pays a fee for the use of a stand and dispatch services, should be reported as shown below.

20. For whom did (you) work last week, (or when you last worked) ?	Name of firm, government agency, or other employer <i>John Smith</i>												
21. What kind of business or industry was this ?	As retail grocery, auto manufacturing, city busline, transportation: <i>Taxicab transportation</i>												
22. What kind of work did (you) do in this industry ?	As sales clerk, lathe operator, purchasing agent: <i>Taxi driver</i>												
23. Did (you) operate (your) own business or work for others in this occupation ?	<table border="0"> <tr> <th colspan="2">WORKED FOR OTHERS</th> <th colspan="2">OPERATED OWN BUSINESS</th> </tr> <tr> <td>Wage or salary earner</td> <td>Unpaid family worker</td> <td>With paid help</td> <td>Without paid help</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	WORKED FOR OTHERS		OPERATED OWN BUSINESS		Wage or salary earner	Unpaid family worker	With paid help	Without paid help	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKED FOR OTHERS		OPERATED OWN BUSINESS											
Wage or salary earner	Unpaid family worker	With paid help	Without paid help										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

76. Question 24

WEEKS WORKED FOR WAGES OR SALARY

24. In how many weeks did (you) work for wages or salary in the past 12 months ?	<table border="0"> <tr> <td>1-4</td> <td>5-13</td> <td>14-26</td> <td>27-39</td> <td>40-48</td> <td>49-52</td> <td>None</td> </tr> <tr> <td colspan="6">(Include weeks worked part-time and leave with pay)</td> <td>(Omit Question 25)</td> </tr> </table>	1-4	5-13	14-26	27-39	40-48	49-52	None	(Include weeks worked part-time and leave with pay)						(Omit Question 25)
1-4	5-13	14-26	27-39	40-48	49-52	None									
(Include weeks worked part-time and leave with pay)						(Omit Question 25)									

This question must be asked of all persons who had entries in Questions 20 to 23.

Mark the correct space indicating the number of weeks in which a person worked for others for **wages or salary** anytime in the past 12 months.

Mark the space "None" for those who did not do any work for **wages or salary** during that 12-month period and omit Question 25 as indicated on the questionnaire.

Work for **wages or salary** refers to part-time or full-time work as an employee for others for wages or salary, tips or piece rates. It does **not** include work done by persons who worked in a non-family enterprise and received payment in kind only, such as members of religious orders and working members of Hutterite colonies who should be marked "None" although such persons are classified as "wage or salary earner" in Question 23.

76. Question 24—Con.

The space "None" should be marked also for:

- (1) persons who operated their own business or farm or practised a profession and did not work for wages or salary at any time during the past year;
- (2) unpaid family workers who did not receive any cash payments for work done at any time during the past year;
- (3) persons looking for work last week (and had worked before) who have been unemployed for more than a year.

In determining the number of weeks in which a person worked for wages or salary during the past 12 months keep in mind the following:

- (1) Count as a week **any** week in which **any** work was done. For example, a person who worked every Saturday throughout the past 12 months worked "52 weeks" and, therefore, the "49-52" space should be marked. A person who worked 2 days a week for 6 months worked "14-26" weeks.
- (2) Include as weeks worked: weeks on **paid** vacation or **paid** sick leave or other **paid** absences, e.g., for a school teacher who worked 40 weeks and was paid for a full year, mark the "49-52" space. Note instructions in parentheses on the questionnaire.
- (3) If a person worked for others at more than one job during the year, mark the space indicating the total number of weeks in which he worked for money wages and salary.
- (4) If the year's work is reported in months, convert to weeks by multiplying the number of months of work by $4\frac{1}{3}$.

77. Question 25

GROSS WAGE AND SALARY INCOME

25. What was (your) gross wage and salary income (before deductions) in this period?

0	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	11,000
0	100	200	300	400	500	600	700	800	900	1,000	1,100

Entries must be made in Question 25 for every person who worked for money wages or salary in the past 12 months.

Determine the total income from wages and salaries received during the weeks worked for cash wages and salaries in the 12 months prior to June 1, 1961 and mark the correct spaces. Record your entry to the nearest hundred dollars.

One space must be marked in **each** line except for persons earning \$12,000 or more.

Examples:

Income from wages and salaries

Space to be marked in:

First line Second line

\$5,000	5,000	0
\$3,500	3,000	500
\$1,800	1,000	800
850-949	0	900
750-849	0	800
50-149	0	100
1-49	0	0

See entries below for wage-earners who worked 52 weeks and earned \$2,750.



24. In how many weeks did (you) work for wages or salary in the past 12 months?

1-4	5-13	14-26	27-39	40-48	49-52	None
(Include weeks worked part-time and leave with pay)						(Omit Question 25)

25. What was (your) gross wage and salary income (before deductions) in this period?

0	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	11,000
0	100	200	300	400	500	600	700	800	900	1,000	1,100

77. Question 25 - Con.

Mark "12,000 - 14,999" if the income received in wages and salaries during the year was between \$12,000 and \$15,000.

Mark "15,000 +" if the amount received was \$15,000 or more.

In determining gross wage and salary income keep in mind the following:

- (1) **"Take-home" pay is not gross wage and salary income.**—Count gross wages and salaries before deductions for such items as income tax, unemployment insurance, medical plans, union dues, pension plans, insurance plans, or any other similar deduction. If you are interviewing a respondent who knows only the amount of "take-home" pay ask him to estimate his deductions in order to get gross wage and salary income.
- (2) Wage and salary income includes money received as commission, tips, piece-rate payments in addition to wages and salary, Armed Forces' and Reserve units' pay.
- (3) If a person worked for more than one employer for wages or salary during the year, enter the total amount of wages and salary received.
- (4) If a person in his own business, farm or professional practice, also received payments in cash while working as an employee on a part-time basis or at any time during the year, enter the total amount of wages and salaries received from all wage-earning and salaried jobs.
- (5) The salary drawn by an executive of a company for his management services should be shown as wage and salary income.
- (6) Bonuses paid by employers to employees are to be counted as wage and salary income.
- (7) If a weekly or monthly wage or salary is given, multiply it by the number of weeks or months worked at that rate of pay to get the total wage and salary income.
- (8) If the exact amount for the past 12 months is not known, accept the respondent's best estimate or the amount for the calendar year 1960.

Do not include:

- (1) value of free room and board given to an employee even though received as payment for work done. Payment in kind is not counted as income;
- (2) reimbursement for travel or other expenses. Such receipts are merely payment for expenses incurred in connection with the job; they are not income.

Remember:

You may have to do some addition and multiplication to obtain the correct entries for Questions 24 and 25. Do not do your figuring on the Questionnaire. Use your notebook for this purpose.

78. Guide for reporting of persons in institutions in Questions 16 to 25

(- indicates that space is to be left blank)

Case	Have a job last week (Q.16)	Looked for work last week (Q.17)	Have a job last year (Q.18)	Hours usually worked (Q.19)	Description of job:				Weeks worked for wages or salary (Q.24)	Gross wage and salary income (Q.25)
					Employer (Q.20)	Kind of business or industry (Q.21)	Occupation (Q.22)	Class of worker (Q.23)		
1. A nun performing house-keeping duties in a religious convent	Yes	—	—	Mark number of hours	Name of convent	Religious service	House-keeper	Wage-earner	None	—
2. A nun living in a religious convent and not performing any lay duties, i.e., a contemplative nun	Yes	—	—	Mark number of hours	Name of convent	Religious service	Nun	Wage-earner	None	—
3. A nurse in her second year training living in a nurse's residence and receiving only free room and meals	Yes	—	—	Mark number of hours	Name of hospital	Health services	Nurse in training	Wage-earner	None	—
4. A patient in a mental hospital for the past five years who does a few odd jobs about the institution	No	No	No	—	—	—	—	—	—	—
5. A patient in a convalescent home for the past three weeks, who has a job as sales clerk in the millinery department of a retail department store	Yes	—	—	Mark number of hours	Name of department store	Retail department store	Sales clerk	Wage-earner	Mark number of weeks	Mark amount of wage and salary income
6. A blind man living in an institution for the blind and employed making baskets and brooms	No	No	No	—	—	—	—	—	—	—
7. A member of a Hutterite colony who has been employed for the past two years as a farm labourer within the colony	Yes	—	—	Mark number of hours	Name of colony	Farming	Farm labourer	Wage-earner	None	—
8. A prisoner in a penal institution who spends most of the time making leather purses	No	No	No	—	—	—	—	—	—	—
9. A patient in a mental hospital for the past eight months who helps on the farm connected with the hospital. Prior to admission he was employed by a pulp and paper mill as a chartered accountant	No	No	No	—	—	—	—	—	—	—
10. An elderly resident in an Old Folks Home	No	No	No	—	—	—	—	—	—	—

79. Question 26

WAR SERVICE

26. Did (you) ever have any wartime service in the active military forces of Canada or allied countries?	In what war(s)?	Wars prior to 1914	World War I (1914-18)	World War II (1939-45)	In Korea (1950-53)	None
	In what forces?	Canadian	Allied	Both		

Include as service in the active military forces any service during wartime in the Army, Navy, or Air Force.

Do not include service in semi-civilian organizations, such as the Merchant Marine, Red Cross, St. John Ambulance Corps, R.C.M. Police, Civilian fire fighters, Salvation Army, or as Knights of Columbus war workers, civilian instructors in service schools or establishments, or civilians attached to reserve units of the military.

Note that:

- (1) **Only males 25 years of age and over** are to be asked this question;
- (2) **If the answer is "Yes"**, two additional questions must be asked to determine:
 - (a) the war or wars in which the person served;
 - (b) the forces served in;
- (3) **If the answer is "No"**, the space "None" must be marked;
- (4) More than one entry is possible to record the periods of service;
- (5) Wars prior to 1914 refer to the Northwest Rebellion (1885) and the South African War (1899-1902).

FORM 2B - HOUSING QUESTIONNAIRE

80. General instructions

Just as the Population Questionnaire, Form 2A, is used to record facts about individual persons, so the Housing Questionnaire, Form 2B, is used to collect information relating to the dwelling in which these persons live. This document must be completed for each occupied dwelling with a number ending in "3" or "8". Include also "closed" dwellings (see Section 22).

How to complete each question

81. Questions A and B

IDENTIFICATION

<p>A. Household No. (as on Visitation Record)</p> <p>0 100 200 300 400 500</p> <p>0 10 20 30 40 50 60 70 80 90</p> <p>3 8</p>	<p>B. Exact location of this dwelling? (as on Form 2A)</p> <p>(Street and no. or (Lot and concession) or (Sect., Twp., range, meridian)</p> <p>(City, town or village) or (Twp., parish or municipality)</p>
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Transfer the Household Number and Exact Location of Dwelling from the Visitation Record.

→ If you are assured that the dwelling will be closed for the entire period of enumeration, obtain as much information as possible concerning it, either from observation or from neighbours.

82. Question 1

TYPE OF DWELLING

<p>I.</p> <p>Type of dwelling</p>	<p>Single detached</p> <p>Apt., flat, etc. (duplex)</p>	<p>Single attached (double house)</p> <p>Apt., flat, etc. (other)</p>	<p>Single attached (other)</p> <p>Mobile</p>
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Bearing in mind the definition of dwelling (see Section 18), determine the type of dwelling, wherever possible, from your own observation rather than by asking the householder.

(1) Single detached

This type is commonly called a "single house". It contains **only one dwelling unit** which is completely separated on all sides from any other dwelling or structure.

→ Mark "single detached" for summer cottages, cabins, tents or any such improvised dwellings which meet the above requirements and are **occupied** at the time of the Census **by persons with no other usual residence** (see Section 18).



82. Question 1 - Con.



(2) Single attached (double house)

This category includes structures which consist of two dwellings separated by a common wall extending from ground to roof. Each half of such a double house, sometimes called "semi-detached", will be marked "single attached (double house)".

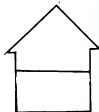
→ Any occupied shack or other improvised dwelling meeting these requirements will be marked in this space.



(3) Single attached (other)

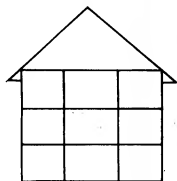
This grouping applies to all other dwellings separated by a common wall from ground to roof, such as:

- (a) each dwelling unit in a row of three or more dwellings;
- (b) a dwelling adjoining a store or other non-residential structure; or
- (c) any occupied improvised dwelling meeting these requirements.



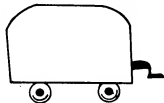
(4) Apartment, flat, etc., (duplex)

This refers to each dwelling in a structure originally designed, or structurally converted, to provide two dwelling units, **one above the other** and adjoining no other structure.



(5) Apartment, flat, etc., (other)

Include in this category all dwellings commonly known as apartments, flats, or suites, other than the duplex-type mentioned above. Include, also, dwellings over, or at the back of, a store or other non-residential structure (for example, a private dwelling located within an apartment hotel, sanatorium or other collective-type structure).



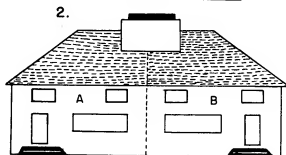
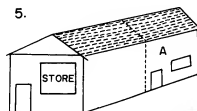
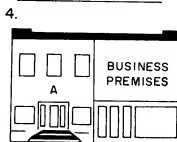
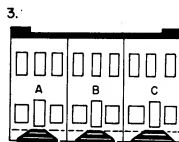
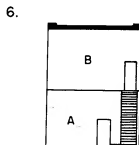
(6) Mobile

Refers to any dwelling designed for movement and actually moveable, such as a trailer, boat, quarters in a railway car, or a house permanently on skids, if occupied by persons with no other usual residence (see Section 18).

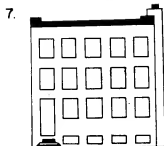
Include trailers, if resting on wheels or a temporary foundation such as blocks or posts.

Do not include trailers which have been placed on a regular foundation to make a permanent residence. These should be included in the "single detached" category.

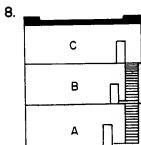
On the following pages are illustrations of the most common types of dwellings. Study them carefully so that you will be able to recognize them.

Examples of buildings containing dwellingsSingle detachedSingle attached (double house)Single attached (other)Apt., Flat, etc., (duplex)

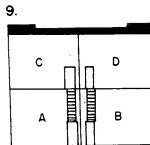
Apt., Flat, etc., (other)



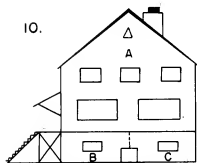
Apartment block



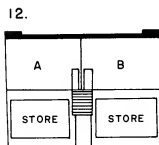
Triplex



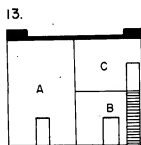
Double-duplex



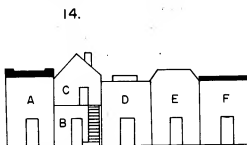
Basement converted
into two dwellings



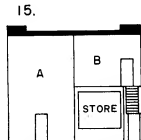
Structures containing more than one type of dwelling



A=Single attached (other)
B & C=Apt., Flat, etc (other)



A=Single attached (other)
B & C=Apt., Flat, etc. (other)
D, E, F=Single attached (other)



A=Single attached (other)
B=Apt., Flat, etc., (other)

83. Question 2

CONDITION

2. Condition of dwelling

In good
conditionIn need of
minor repairIn need of
major repair(1) **Definition:** Condition is the quality of shelter provided by the dwelling.(2) **Rule:**

→ Do not ask the respondent this question.

Use your own judgment and observation.

(3) **Characteristics** to determine which of the three entries should be marked:(a) **In good condition:** dwellings of any age which are

- sound and free from defects
- of good original construction, and well maintained.

(b) **In need of minor repair:** any dwelling having no major structural deficiencies, but which presents a run-down or neglected appearance due to a lack of normal maintenance. Some of these minor deficiencies are:

- need of inside or outside paint;
- considerable wear on floors, doorsills and stairs;
- a few loose shingles, bricks or tiles;
- several cracked windows;
- broken or shaky railing or steps.

(c) **In need of major repair:** any dwelling in a seriously run-down or neglected condition, with at least one of the following major structural deficiencies:

- (i) sagging or crumbling foundation indicated by
 - major cracks in outside walls or leaning walls;
- (ii) faulty roof or chimney indicated by
 - holes, cracks, or a considerable number of loose or missing shingles or other materials around the roof or chimney;
- (iii) rotting doorsills or window frames;
- (iv) interior badly in need of repair indicated by
 - sagging or broken floors
 - large holes and open cracks in the walls or ceiling.

→ Base your judgment on the dwelling itself. Do not base it on the appearance of the neighbourhood, the age of the dwelling, the grounds or interior furnishings. For example, do not mark a dwelling as in need of repair because of an untidy lawn or broken furniture. However, any evidence of neglect should serve as a warning for you to look for signs of deterioration which apply to the dwelling itself.

84. Question 3

PERIOD OF CONSTRUCTION

3. When was this building built?

Before
19201920-
19451946-
1959

1960

1961

This question refers:

(1) to the date of construction of the original building:

- **Example:** If a single house was built in 1940 and converted in 1950 to form two dwellings, mark the space "1920-1945", not "1946-1959" for either dwelling.

(2) to each dwelling within a multiple-dwelling structure;

Example: Each sample dwelling in an apartment block built in 1949 must have an entry in the space "1946-1959".

84. Question 3 - Con.

Procedure:

- (1) In certain large apartment blocks, it may be necessary to obtain this information from the superintendent or janitor, and apply it to each sample dwelling.
- (2) For other dwellings, if the occupant does not know the answer, try to get the information from neighbours. Otherwise, make an estimate based on the age of other similar dwellings in the neighbourhood.

85. Question 4

RESIDENTIAL USE

4. Is this building used only for residential purposes?

Residential only ☐Residential and business ☐

The term residential and business will apply:

- (1) when one or more rooms in a dwelling are used **exclusively** for business purposes;

Example: A single house containing a room used exclusively as a beauty salon.

- (2) for each dwelling in a building in which the equivalent of one or more rooms is used **exclusively** for business purposes;

Example: Any apartment in a building containing a drug store.

Points to remember:

- (1) All dwellings in the same building will be marked in the same way.
- (2) Apply the rule of **exclusive use** in borderline cases. In most cases these will be marked "residential only".

Examples of "Residential only":

- (1) a clergyman using one room as a study;
- (2) a music teacher giving lessons in her living room;
- (3) an insurance agent working from his home who does not have a room to use exclusively as an office.

86. Question 5

LENGTH OF OCCUPANCY

5. How long have (you) lived in this dwelling?

Less than 1 year ☐1-2 years ☐3-5 years ☐6-10 years ☐More than 10 years ☐

"You" refers to the household head, not necessarily to the respondent.

87. Question 6

TENURE OF PREVIOUS DWELLING

6. Did (you) own or rent (your) previous dwelling?

Owned ☐Rented ☐Not applicable ☐

As in Question 5, "you" refers to the household head.

Previous dwelling—that is, the most recent previous residence.

Not applicable—refers to the head of household who has never owned or rented any other dwelling in Canada.

→ The rules regarding ownership and rental of dwellings outlined for Question 21 apply to this question also.

88. Question 7

ROOMS

7. How many rooms in
(your) present dwelling?
(Exclude bathrooms)

1 2 3 4 5 6 7 8 9 10 11 12+

Mark the number of rooms as given by the respondent.

If any questions arise about what to include as a room, follow these instructions:

Include:

- (a) rooms occupied by servants, lodgers and their families;
- (b) summer kitchens, sun-rooms, recreation rooms, attic rooms, etc., **only if** they are finished off and suitable for year-round living quarters.

Do not include:

- bathrooms, clothes closets, pantries, halls, or rooms used solely for business purposes.

89. Question 8

BEDROOMS

8. How many bedrooms?

0 1 2 3 4 5+

As in Question 7, accept the count given by the respondent.

If any questions arise about what to include as a bedroom, follow these instructions:

Include:

- all rooms designed and furnished as bedrooms and used primarily for sleeping purposes, even though the use may be occasional as in the case of a "spare" bedroom.

Do not include:

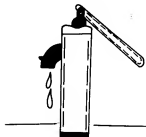
- rooms used as bedrooms at night, but regularly as living rooms, dining rooms, etc., during the day.
- Mark "0" if the dwelling has no rooms used primarily for sleeping purposes.

90. Question 9

WATER SUPPLY

9. Water supply?

Running water
Both hot and cold → Cold only → No piped running water inside dwelling → (Skip to Q.12)



Running water refers to water which is piped inside the dwelling and can be controlled by a tap.

- Water from a hand pump inside the dwelling is **not considered to be** "piped running water".

91. Question 10

SOURCE OF PIPED WATER SUPPLY

10. Source of piped water supply?

Private source on property →

Other (municipal mains, etc.) →



Mark "Private source on property" if the source is a well, spring or other private source located on the property on which the dwelling is situated.

Mark "Other (municipal mains, etc.," if the water is piped through municipal mains or from any other source outside the private lot on which the dwelling is situated.

92. Question 11

BATH FACILITIES

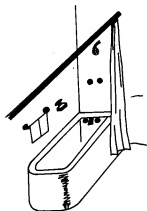
11. Bath facilities?

Installed bathtub or shower

Exclusive use →

Shared use →

No installed bathtub or shower →



"Installed bathtub or shower" means bath facilities operated from a piped water source and controlled by a tap and drain.

"Exclusive use" means for the use of the members of **one** particular household only.

"Shared use" refers to common bath facilities shared by **more than one household**, i.e., by the occupants of two or more dwellings. **It does not** refer to facilities shared by two or more families or by individual lodgers within the same dwelling.

93. Questions 12 and 13

TOILET FACILITIES

12. Toilet facilities?

Inside flush toilet

One →

Two or more →

Chemical toilet →

Outside privy or none →

"Inside flush toilet" means a flush toilet located **inside the building**, not necessarily inside the dwelling. If the household has access to one such unit only, mark the appropriate space. Otherwise, your entry will be "two or more".

13. Are these toilet facilities shared with another household?

Yes →

No →

Apply the same rules as for bath facilities, Question 11.

94. Question 14

SEWAGE DISPOSAL

14. Method of sewage disposal?

Connection to sewer →

Septic tank or cesspool on property →

Other →

If the dwelling is equipped with flush toilet facilities, indicate whether the method of sewage disposal is by "connection to sewer", or by means of a "septic tank or cesspool" on the property on which the dwelling is located. Dwellings which are not equipped with flush toilet facilities will be indicated in the space "other".

95. Questions 15 and 16

HEATING EQUIPMENT AND FUEL

15. Principal heating equipment ?

Steam or hot water furnace ☐Hot air furnace ☐Heating stove, cookstove or space heater ☐Other ☐

Only one type of heating equipment (the principal one) must be marked for each dwelling. Where more than one type is used, the respondent will determine the principal one.

For large apartment buildings, it may be necessary to obtain the information for Questions 15 and 16 from the superintendent or janitor. Mark the appropriate space for **each sample dwelling** within the building.

16. Principal heating fuel ?

Coal ☐Coke ☐Wood ☐Liquid fuel ☐Piped gas ☐Bottled gas ☐Electricity ☐Sawdust ☐Other ☐

Only one entry must be made. If more than one type of fuel is used to heat the dwelling, the respondent must decide which is the principal one.

"Liquid fuel" will be mainly fuel oil, but may represent kerosene or some other type of liquid fuel.

"Piped gas" refers to gas, such as natural gas, distributed by a pipeline and regulated by a system of gas meters.

"Bottled gas" refers to gas, such as propane, distributed in containers under pressure and used for heating purposes.

96. Questions 17 and 18

REFRIGERATION FACILITIES

17. Type of refrigeration ?
(Exclude home-freezers)Mechanical refrigerator
(electric or gas) ☐Ice box ☐Other ☐None ☐

"Other" includes spring houses, coolers, an ice house with storage space for perishable food, etc.

18. Has this household a home-freezer ?

Yes ☐No ☐

The home-freezer must be an **entirely separate unit**.

Do not count as home-freezers: refrigerators with a freezing compartment, or combination freezers and refrigerators.

97. Question 19

TELEVISION

19. Television receiving set ?

None ☐One ☐Two or more ☐

Include:

(1) portable television sets;

(2) sets belonging to relatives and lodgers who are members of the household.

98. Question 20

PASSENGER AUTOMOBILE

20. passenger automobile?

None ☐One ☐Two or more ☐**Include:**

- (1) all cars and station wagons owned or operated by any member of the household, if used at least part-time for non-business purposes;
- (2) company-owned cars if used for personal as well as business purposes and ordinarily kept at home.

Do not include:

- (1) panel or other trucks;
- (2) passenger cars used entirely for business purposes.

99. Question 21

TENURE

21. Is this dwelling owned or rented?

Owned
(non-form)Owned
(form)

(End here)

Rented
(non-form)Rented
(form)

(End here)

"Owned" means that the dwelling belongs to some member or members of the household.

Include as owned:

- (1) a dwelling which is not fully paid for, such as one which has a mortgage or some other claim on it;
- (2) an apartment under a co-ownership arrangement.

"Rented" means that the dwelling does not belong to any member of the household.

Include as rented:

- (1) living quarters provided rent free, whether or not in return for services rendered;
- (2) a dwelling being rented with an option of buying until the option is taken to purchase (and the lease is secured), after which it will be considered as "owned".

Procedure:

- (1) Ask "Is this dwelling owned or rented?"
- (2) If the answer is "Owned", mark either "Owned (farm)" or "Owned (non-farm)", depending on the answer already given to Question C on Form 2A.

If the answer is "Rented", mark either "Rented (farm)" or "Rented (non-farm)", depending on the answer already given to Question C on Form 2A.

(Note that the term "farm" includes, also, small agricultural holdings.)

ASK QUESTIONS 22-23 FOR OWNER-OCCUPIED NON-FARM DWELLINGS ONLY

100. Question 22

VALUE

22.

If (you) were selling this dwelling now, what would (you) expect to get for it?

Under \$3,000 ☐\$3,000 - 7,000 ☐\$13,000 - 17,000 ☐\$18,000 - 22,000 ☐\$23,000 - 27,000 ☐\$28,000 - 32,000 ☐\$33,000 - 37,000 ☐\$38,000 or more ☐

100. Question 22—Con.



Purpose: to obtain the approximate market value of owner-occupied non-farm dwellings.

Ask the question as worded. Accept the answer given and mark the appropriate space.

If the respondent hesitates to answer or states that he does not know the value, read off to him the most likely intervals from the Questionnaire so that he can indicate the appropriate one to mark. Record the answer to the **nearest** thousand dollars. Amounts ending in 500 should be entered in the next highest interval. For example, if the respondent reports a value of \$17,500, mark the \$18,000-\$22,000 space.

The value of a dwelling in a double house, row, apartment block, dwelling over a store or within any non-residential building such as an hotel, motel, etc., must represent the value of the dwelling only, not of the entire building. If necessary, make the best estimate of value possible by multiplying the estimated monthly rent of the dwelling by one hundred.

101. Questions 23 and 24

MORTGAGES

23.
Is there a mortgage on this dwelling?

1st only ☐

More than one ☐

None ☐ (Skip to Q.25)



Include: all debts on the dwelling, such as:

- mortgages;
- agreements for sale or any other legal instrument constituting a mortgage.

Do not include:

- debts secured by liens on the furniture, etc.

Points to remember:

- (1) a house is mortgaged until it is fully paid for;
- (2) there can be more than one mortgage; if so, mark the space "more than one".

24.
Holder of first mortgage?

Government
(Dom., Prov., Mun.) ☐

Bank, or Insurance,
Loan, Trust and
Mortgage Co. ☐

Private
individual ☐

Other
(Credit Union,
etc.) ☐

It is **not** the purpose of this question to obtain the names of any individuals or companies who are mortgage holders, but rather to determine in which of the specified categories the holder of the **first mortgage** belongs.

The question should be worded in this way:

"Is the first mortgage on this dwelling held by the government, a lending agency, a private individual, or by a credit union?"

Point to remember:

In most cases, the above question will obtain the information you require. There may be a few cases in which the respondent is doubtful. For example, NHA (National Housing Act) mortgages may be held by banks, life insurance companies, trust or loan companies or by Central Mortgage and Housing Corporation which is a government agency. The holder may be identified by asking the respondent:

"To whom do you send your mortgage payments?"

102. Question 25

GARAGE

25. Is there a garage on this property?

Yes ☐No ☐

A garage:

- (1) must have walls and a roof;
- (2) must be on the property on which the dwelling is located.

Include: attached and separate garages.

Mark "YES" even if the owner rents the garage to others or uses it for other purposes.

Do not include: carports.

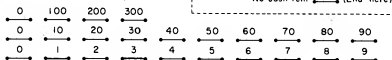
ASK QUESTIONS 26-28 FOR TENANT-OCCUPIED NON-FARM DWELLING ONLY

103. Questions 26, 27, and 28

CASH RENT

26.

Cash rent
for May, 1961?



Ask this question as:

"What was the amount of cash rent for this dwelling for the month of May, 1961?"

The cash rent paid, or payable, should be marked. This may or may not cover such items as furniture, fuel, electricity, water, or private garage. If a combined rental is paid for a dwelling and business premises, deduct the estimated rental value of the store or business premises from the total rent paid.

If the cash rent is paid separately to the landlord by two or more families or individuals occupying the same dwelling, report the total amount paid by all.

Procedure:

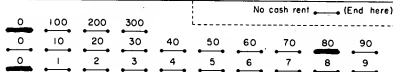
- (1) Show the rent to the nearest dollar.
- (2) Mark each of the three rows regardless of the amount.

Example:

a rent of \$79.50 is marked:

26.

Cash rent
for May, 1961?

**Points to remember:**

- (1) for cash rents of \$400 or more, mark \$399;
- (2) if no cash rent is paid, mark the space "no cash rent" and proceed to Form 4, Population (Sample Questionnaire);
- (3) if rent for the month was free as a result of signing a lease, report the monthly rent stated in the lease;
- (4) multiply weekly rents by $4\frac{1}{3}$ to obtain a cash rent for the month.



103. Questions 26, 27,
and 28 - Con.

27. Does the cash rent include ?	(a) Refrigerator ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	(b) Cooking stove ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	(c) Furniture ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	(d) Garage ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Ask each individual item of this question, marking either "yes" or "no" as is appropriate.

28. Do (you) pay for any of the following services <u>over and above</u> the cash rent ?	(a) Water ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Water ?	\$ <input type="text"/> <input type="text"/> ¢
	(b) Electricity ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Electricity ?	\$ <input type="text"/> <input type="text"/> ¢
	(c) Gas ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Gas ?	\$ <input type="text"/> <input type="text"/> ¢
	(d) Coal, kerosene, oil or wood ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	What is your average <u>yearly</u> payment ?	\$ <input type="text"/>

Purpose:

to obtain the shelter costs sometimes paid **over and above** the monthly cash rent.

Procedure:

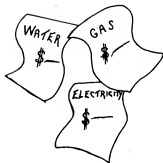
- (1) ask each individual item;
- (2) for water, electricity and gas, show the **average monthly** cost in **dollars and cents**;
- (3) for coal, kerosene, or other kinds of heating fuel, show the **yearly** cost to the nearest **dollar**.

Examples:

28. Do (you) pay for any of the following services <u>over and above</u> the cash rent ?	(a) Water ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Water ?	\$ <input type="text"/> <input type="text"/> ¢
	(b) Electricity ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Electricity ?	\$ <input type="text"/> <input type="text"/> ¢
	(c) Gas ?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	What is your average monthly payment for Gas ?	\$ <input type="text"/> <input type="text"/> ¢
	(d) Coal, kerosene, oil or wood ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	What is your average <u>yearly</u> payment ?	\$ <input type="text"/>

Points to remember:

- (1) Caution respondent against giving the amount paid for water, electricity or gas shown in their last monthly bill unless it is typical of amounts normally paid for all seasons of the year.
- (2) Where these bills are issued only six times a year, be sure that the average bill is divided by two.
- (3) Mark "No" when:
 - (i) the landlord pays the cost of the item or includes it in the cash rent as marked in Question 26;
 - (ii) the item is not applicable to the dwelling, as is often the case with gas.
- (4) If two utilities, such as gas and electricity or water and electricity are billed together, ask the respondent to **estimate the average monthly cost for each** and mark accordingly.
- (5) If the tenant has not lived in the dwelling long enough to have paid water, electricity, or gas, or to have purchased fuel for the previous winter, mark **"Yes"** or **"No"** as is appropriate. If "yes", enter "X" in the amount box.
- (6) **Never** report costs for any dwelling other than the one in which the tenant is living on June 1, 1961.



Part IV - Other Enumeration Forms

Form 3 - Population (Temporary Residents) Document

104. General instructions

Each Form 3 is designed for the enumeration of one person. Use this form to enumerate anyone residing temporarily in your E.A. on June 1 who has a usual place of residence somewhere else in Canada, that is, for every person listed in Column 8 of the Visitation Record.



Retain the completed forms in the order of your visits and return them to your Commissioner in the envelope container provided for this purpose (Form 15). (Be sure that the required identification entries are made on the outside of this envelope.)

105. How to complete the questions

Except for Questions Nos. 1 and 3, the questions on Form 3 should be completed in the same way as the corresponding questions on Form 2A according to the instructions in Sections 55 to 79. Instructions for Questions Nos. 1 and 3 are as follows:

- (1) **Question No. 1.** - The entries for this question apply to the household in which the person was residing temporarily on June 1. Enter the District and E.A. numbers for the area you are enumerating, and the household number for the household in your E.A. in which the person was residing on June 1.
- (2) **Question 3** refers to the person's **usual place of residence**. Note that, if the person is the head of the household at his usual place of residence, the third part of this question (Name of head of household at usual residence) should be left blank. Note, also, that if the respondent answers "Yes" to the last section of this question (Is there someone at your usual residence to report you to the Enumerator?) no further questioning is required. If the answer is "No", however, the remaining questions must be asked.

Form 4 - Population (Sample) Questionnaire

106. General instructions

Form 4, the Population (Sample) Questionnaire, must be completed for every person 15 years of age and over enumerated on Form 2A for a sample household (i.e., in a household with a number ending in "3" or "8").

These forms will be supplied to you in pads. Because of the perforated edges, they have a tendency to stick together. Be sure to **remove only one form at a time** from the pad.

You must fill out the identification items on the outside and complete Questions 1 to 5 on each of the forms required for every household. In farm households (those marked "Owned, farm" or "Rented, farm" in Question 21 of Form 2B), this is all the information that is required.

In non-farm households (marked "Owned, non-farm" or "Rented, non-farm" in Question 21, Form 2B), however, you must arrange to leave the questionnaire so that the person himself can complete Questions 6, 7 and 8. In all such cases complete the call-back record on the back of each Form 4 to be left and list the call-back in your V.R.

When you collect the completed Forms 4, use an elastic band to keep them together, and in household-number order (i.e., household 003,008, etc.) in your portfolio. Return them to your Commissioner, with your other questionnaires, when you complete your enumeration.

Instructions for entries to be made by the Enumerator

107. Identification entries

On the outside of each Form 4 (whether for a "farm" or "non-farm" household) enter, in the space provided:

- (1) The name of the person for whom the form is being completed;
- (2) The numbers of your District and your E.A.;
- (3) The Household No.; and
- (4) The number of the form (for example, if three Forms 4 are completed for a household, they should be numbered in sequence, as follows: Form No. 1 of 3, Form No. 2 of 3, and Form No. 3 of 3).

For all non-farm households, record, also, the date and time you will return to collect the completed questionnaires, and sign the form in the space provided in this section.

108. Questions 1-5 (to be completed by the Enumerator, as applicable)

(1) Question 1

1. Did you live in this dwelling 5 years ago, on June 1, 1956?

Same dwelling
☐ 0Same city, town, etc.,
(not same home) ☐ 1Outside of Canada
☐ 2Different city, town, village, etc., in Canada
☐ 3

Omit Questions 2 and 3

Mark one and only one box.

If the respondent answers "Yes" to your question, mark the box for "Same dwelling".

If the answer is "No", however, you must question him further to determine whether his residence five years ago was in the same city, town, village, hamlet, or settlement, or whether it was in a different city, town, etc., in Canada or outside of Canada. Mark the appropriate box.

Note that Questions 2 and 3 should be asked only if the last space in Question 1 has been marked (i.e., only if the person lived in a different city, town, village, hamlet, or settlement in Canada).

(2) Question 2

2. In what city, town, village or municipality did you live?

(Name of city, town, village, municipality, etc.)

(Province or territory)

Important: If outside a city or town limit, specify name of suburban municipality, and not that of city or town.

Enter the exact name of the city, town, village, township, parish or other municipality, and the province in which the person resided five years ago.

Note that, if the person was living in a suburban municipality outside a city or town limit, the name of the suburban municipality should be entered here, not the name of the city or town.

(3) Question 3

3. Was this dwelling on a farm or small agricultural holding? (One acre and \$50 sales)

No ☐ 0Yes ☐ 1Office use:

Prov.	Type	M.A.

Accept the respondent's opinion as to whether or not his residence five years ago was on a farm or small agricultural holding, and mark the appropriate box.

(4) Questions 4 and 5

4. What was the date of your (first) marriage?

Year..... Jan.-May ☐ 0 June-Nov. ☐ 1 Dec. ☐ 2

5. How many live-born children have you had?

or None ☐

(a) Question 4

Ask Questions 4 and 5 for all married, widowed, and divorced women in the sample households.

(Date of first marriage)Enter the **year** in which the person was married, and mark the appropriate box to indicate the period within that year (i.e., as Jan.-May, June-Nov., or Dec.).For persons who were married more than once, enter the date of the **first** marriage.**(Number of live-born children)**

Enter the total number of children born alive, whether born of this marriage or of a previous one.

Include children now living elsewhere and any who may have died since birth, as well as those residing with the mother at the Census date.**Do not include** still-born, adopted, or step-children.**Note that if no child has been born, the box for "None" should be marked.**

(b) Question 5



Before leaving the form for the completion of Questions 6 to 8, be sure to enter the person's name in the space provided between Questions 5 and 8, and complete the call-back record on the back of the Form 4 and in the V.R.

Questions 6, 7, and 8

109. General instructions

Every person 15 years of age and over in a non-farm sample household must answer Questions 6 to 8 even though they received no cash income during the 12 months before June 1, 1961.

Persons with no income during that period should mark "None" in the appropriate boxes in Questions 6 and 7 and in each section of Question 8.

Persons with an income during that period should report the total amount received from **each** of the sources indicated by the questions, and for Question 8, should total the replies.

110. Instructions to assist the householder in completing Questions 6, 7, and 8

The following instructions should assist you in guiding the respondent, if required to do so.

(1) Question 6

Wages and Salaries

6. What were your gross earnings in wages, salaries, commissions, or tips, from all wage and salaried jobs in the past 12 months?

(Report total amount before deductions for pension funds, income tax, unemployment insurance, etc.)

Amount \$.....or None ☐

(If exact figure for past 12 months is not known, give best estimate, or amount for calendar year 1960)

The householder may question the inclusion of this item on both Form 2A and Form 4. In such cases, point out that, since these forms will be processed separately, it is necessary to include this item on Form 4, so that the amount of income from all sources will be available.

(2) Question 7

Earnings from own business or professional practice

7. What were your earnings from own business or professional practice in the past 12 months?

(Report gross income less expenses of operation. Exclude income from operation of own farm which is reported elsewhere on Agriculture Questionnaire)

Amount \$.....or None ☐

(If exact figure for past 12 months is not known, give best estimate, or amount for calendar year 1960)

Report **net** earnings in this question. (Net earnings consist of gross receipts minus expenses from a business or profession which the person operates himself or in partnership, either with or without paid employees.)

In determining net earnings, respondents should note the following points:

- Net earnings or profit from own business or professional practice are the total (or gross) money earned minus the expenses involved in its operation as a sole owner or partner;
- All of the net earnings from a business should be reported whether withdrawn for personal use or retained in the business;
- For persons in professional practice (doctors, lawyers, etc.), the net earnings are the income earned as fees minus expenses incurred in connection with the professional practice;
- Royalties in respect of a work or invention of which the respondent is the author or inventor should be included here;
- The net earnings reported should cover the 12 months before June 1, 1961. If this cannot be estimated, however, the respondent may give figures for the last calendar year or for the most recent 12-months period used for bookkeeping purposes (the fiscal year).

The following should not be included as business income:

- (i) Money received from real estate (land and buildings) which is owned and leased to others. This item should be included in Question 8 (vi);
- (ii) Dividends from stocks held by corporation officials in the corporation in which they are employed. This is investment income and should be included in Question 8 (v).

The following should not be included as business expenses:

- (i) Capital expenditures such as the purchase of land, buildings, or machinery, or permanent improvements of existing buildings or machinery. (Only the depreciation of business property should be included as business expenses.)
- (ii) Personal and living expenses.

(3) Question 8

All other income

This question covers sources of income other than earnings from an occupation during the 12 months prior to June 1, 1961. The sources of income included under each item are as follows:

(i) Family allowances?.....
(To be reported by mother or guardian for all children)

Amount \$.....or None ☐

This item of income should be reported by the mother for all of her own children, or, if the mother is not a member of the household, by the legal guardian.

(ii) Old age pensions?.....
(Government old-age assistance, and old-age security payments)

Amount \$.....or None ☐

Included in this item are old age assistance paid by provincial governments to persons 65 to 69 years of age and federal old age pension payments to all persons 70 years of age and over.

Note: Veterans' pensions and pensions to the blind and disabled should be reported in Question 8 (iii).

(iii) Other income from Federal, Provincial, and Municipal governments?.....
(Such as unemployment insurance, workmen's compensation, veterans' pensions and allowances, disability pensions, mothers' allowances)

Amount \$.....or None ☐

Includes the following types of income receipts:

Veterans' pensions;
Pensions to widows and dependents of veterans;
War veterans' allowances;
Unemployment benefits;
Workmen's compensation;
Cash relief payments;
Mothers' Allowances;
Pensions to the blind and disabled.

Note: Retirement pensions to civil servants, R.C.M. Police personnel, and service personnel should be reported in Question 8 (iv).

(iv) Retirement pensions?.....
(From previous employment of yourself or relative)

Amount \$.....or None ☐

Include pensions arising from previous employment of either the person reporting or of a relative.

Following are the types of pensions to be reported:

(a) Income received as a result of a pension plan set up by a former employer. In some cases, no formal pension plan is in effect, but retiring employees are paid an allowance. Both of these types of receipts should be reported in this question.

Note: Refunds of pension fund contributions because an employee has resigned are not considered to be income and should not be reported.

(b) A pension paid to a widow or other relative of a deceased person in cases where the widow has pension rights under a pension plan or where a pension is guaranteed for a minimum period even if the person dies and a relative becomes the beneficiary.

All retirement pensions should be reported in this question regardless of where the person was employed.

Pensions of retired civil servants, R.C.M. Police personnel, and service personnel should be reported here.

(v) Bond and bank interest, and dividends?

Amount \$.....or None ☐

Dividends received from stock ownership, bond interest, and bank interest on deposits should be reported here.

(vi) Income from other investments?

(Such as net rents, mortgages, estate income)

Amount \$.....or None ☐

Interest earned on mortgage investment, net rent from real estate (land and buildings) owned and leased to others, regular income from an estate or trust fund, interest from loans and interest received on deposits in co-operatives, insurance companies, etc., should be reported in this question.

(vii) Other money income?

(Such as government and private annuities purchased by individuals)

Amount \$.....or None ☐

Examples of the **items to be included** in this question are:

- (a) Net income from roomers and boarders;
- (b) Money received for the care of wards of the Children's Aid;
- (c) Income other than investment income received from abroad;
- (d) Income from annuities;
- (e) Periodic contributions for support from persons who do not reside in the same household.

The following items **should not be included as income**:

- (a) Gifts, income tax refunds, capital gains and losses, receipts from sale of assets;
- (b) Lump sum payments (i.e., money received in one lump sum from insurance policies, estates, trusts, inheritances, gifts, etc.);
- (c) Gambling gains such as winnings at race tracks or bingo games;
- (d) Money given by one member of a family to another in the same household to cover living expenses.

Form 5—Individual Population Form**111. General instructions**

Form 5 is a bilingual form that provides for answers to the population questions on Form 2A or Form 3. It is to be left with a household when it is not possible to obtain the necessary information for an individual through a personal interview. The form is designed so that it can be sealed by the individual to ensure that the information it contains will be kept confidential.

Use the Individual Population Form only as a **last resort** when you are certain that the person cannot be contacted by a call-back and no other member of the household can supply the necessary data. If it is possible to contact a lodger by calling at a different time of day, do so instead of leaving a Form 5.

There may be some cases in which a respondent will refuse to give the information during an interview but will complete a confidential form of this type. In such cases, leave an Individual Population Form, and arrange to have it picked up by the Commissioner.

If information is required only for certain questions, indicate those to be completed by marking a small "X" beside the question number.

112. Rules for handling Form 5

- (1) Before leaving an Individual Population Form, complete the required entries on the outside, i.e.,
 - (a) Your District Number;
 - (b) Your E.A. Number;
 - (c) The number of the household in which the form is being left;
 - (d) The name of the person for whom the form is being left;
 - (e) The date you will return to pick up the completed form.
- (2) In the **Remarks Section of the Visitation Record** (Column 9), enter the number of Forms 5 you are leaving at each household and the date you will return to pick up the completed forms. Indicate, also, in Column 11, that a call-back is required to this household. (See Section 49.) Check off these entries when you pick up the completed form.
- (3) If the person is a usual resident of the household you are enumerating, enter his name on a Form 2A in sequence with the other members of the household. When you pick up the completed Form 5, transcribe the information to the Form 2A left blank for this person.

- (4) Examine the completed form before leaving the dwelling. If the form is incomplete and the information cannot be obtained by questioning some responsible person in the household, leave a second form, marking the items that have not been completed satisfactorily.
- (5) When you are satisfied that the information is complete, transcribe it to Form 2A if the respondent has marked "In this dwelling" in Question 2 (Usual place of residence), or to Form 3 if "Elsewhere in Canada" is marked in Question 2. Indicate on the Form 5 that the information has been transcribed and retain the form for return to your Commissioner.

Form 11—Postal Check Card**113. When and how to complete the Postal Check Card (Form 11)**

In urban centres where letter carrier service, (i.e., door-to-door delivery), is provided by the Post Office Department, the Enumerators will be required to complete a Postal Check Card (Form 11) for every dwelling listed in the Visitation Record, except dwellings under construction.

If you are an enumerator in one of these urban centres, your Commissioner will advise you and your box of enumeration supplies will contain a supply of Forms 11. You must complete a Postal Check Card (Form 11) for:

- (1) dwellings which are occupied either as a usual place of residence or as a temporary residence;
- (2) dwellings which are closed (except seasonal dwellings such as summer cottages, cabins, and trailers);
- (3) dwellings which are vacant at the Census date.

Complete these Cards at the end of each day for dwellings listed in the Visitation Record during that day even though you are unable to obtain all the information required for each member of the household during your first visit. Except for the postal zone number, the required entries are all available from your Visitation Record. If your E.A. is divided into postal zones, the zone numbers will be marked on your map.

Use an elastic band to keep the cards in order of your visits and, at the completion of your enumeration, return them, with your other completed forms, to your Commissioner.

F. ENUMERATION OF AGRICULTURE

Part I - Form 6, Agriculture Questionnaire

General Instructions

114. When to complete the Agriculture Questionnaire

Complete an Agriculture Questionnaire (Form 6) for each agricultural holding of **one acre or more** in your E.A. if the **sales of agricultural products** during the past 12 months were valued at **\$50 or more**. The holding must be operated as a single unit and may consist of a single tract of land or of a number of separate tracts held under the same or different tenures. Agricultural holdings requiring the completion of an Agriculture Questionnaire will include farms, ranches, greenhouses, and nurseries, as well as small agricultural holdings not usually referred to as farms.

Agricultural products include any one or combination of the following:

- (1) Crops - field crops, vegetables, fruits, greenhouse and nursery products, bulbs, cut flowers, seeds;
- (2) Livestock - cattle, sheep, pigs, horses, goats;
- (3) Poultry - hens and chickens, turkeys, ducks, geese;
- (4) Animal products - dairy products, wool, eggs, goat milk, honey, beeswax;
- (5) Returns from the rental of pasture for livestock grazing;
- (6) Fur-bearing animals.



→ Note that sales of forest products are not to be included as part of the \$50 sales in determining whether an Agriculture Questionnaire (Form 6) is to be completed. However, if it is determined that an Agriculture Questionnaire must be completed for the holding, information on sales of forest products will be enumerated along with the agricultural information. Holdings of one acre or more with sales of agricultural products of less than \$50 during the past 12 months because of crop failure or other unusual conditions and holdings not operated during the past 12 months will be enumerated on an Agriculture Questionnaire (Form 6) if it is estimated that the sales during the next 12 months will be \$50 or more.

115. Important rules for making entries

- (1) Report areas to the nearest whole acre except where provision has been made on the

questionnaire to report certain crops to the nearest tenth acre. (For example, in Question 31, report $\frac{1}{2}$ acre as $\frac{1}{2}$, $\frac{1}{4}$ acre as $\frac{1}{4}$, $\frac{3}{4}$ acre as $\frac{3}{4}$.)

31. Potatoes for home use or for sale	31	3
		10

- (2) Where the answer is zero or none, mark the box for "none" with an "X" where this is provided; otherwise make no entry. Do not enter dashes and do not write the word "none".
- (3) Report values to the nearest dollar; do not enter cents.

\$5750. ~~X~~

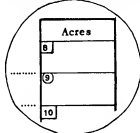
- (4) Report all items in the units asked for on the questionnaire. For instance, report grass silage (Question 82) in tons, grain on hand (Questions 84-87) in bushels, forage seed (Questions 89-99) in pounds, maple syrup (Question 139) in gallons, etc.
- (5) If a mistake is made, draw a neat line through the entry in error and write the correct figure within the proper space. Do not use an eraser. If a box has been marked in error, circle the incorrectly marked box and put an "X" in the correct one.
- (6) All entries on the Agriculture Questionnaire must be made in ink.

116. Comments section of the questionnaire

A space has been provided at the end of the questionnaire for explaining unusual entries or situations. If more lines are needed in Question 4 to give the location of each tract of land, enter the additional data in this space. Also, if necessary, use this section to enter information on nut trees, bees, partnership operations, household numbers if more than two households, etc.

117. Office codes

Office coding numbers such as those appearing in the spaces provided for entries in Section III (Field Crops) have been either circled or boxed and are for office tabulation purposes only. Disregard them in your enumeration.



118. Specified Farm Card (Form 17)

Specified Farm Cards have been prepared for certain farms from the records of the 1956 Census. In general, the specified farms are farms which, in 1956, reported a relatively large scale of operations in at least one type of agricultural production. A number of institutional-type farms are included also. If you receive any of these specified farm cards (Form 17), be sure to visit the farm listed and complete an Agriculture Questionnaire. When you have completed the Agriculture Questionnaire for the farm, enter the Agriculture Questionnaire Number in the space provided on Form 17. Also, if the person presently operating the farm is not the person reported in 1956, enter on Form 17 the name and address of the present operator. If you do not complete an Agriculture Questionnaire for the farm listed, give an explanation in the "Comments" space provided on the Specified Farm Card.

For many of the specified farms, the headquarters location of the farm has been entered on the Specified Farm Card (Form 17). This information is based on the 1956 Census and may not always be accurate. If you do find the headquarters location to be in error, correct it on Form 17.

In some cases you may have a Specified Farm Card for a **non-resident farm**, the land area of which is located in two or more E.A.'s. Upon locating the operator you may find that the enumerator from another E.A. in which part of the land is located has contacted the operator and completed an Agriculture Questionnaire. If such is the case, write an explanation note in the "Comments" section of the Specified Farm Card and inform your Census Commissioner. Be sure to check with the operator to make sure that the land located in your E.A. was included on the Agriculture Questionnaire completed by the other enumerator. If it was not included, record the information on another Agriculture Questionnaire, explain fully in the "Comments" section and inform your Census Commissioner.

119. Advance Questionnaire

Agriculture Questionnaires are being mailed to farm operators shortly before the commencement of the Census enumeration on June 1. Included with the questionnaire is a letter which requests that the farm operator complete the questionnaire and keep it for the Census Enumerator when he calls. An information sheet dealing with other Census Questionnaires will be distributed by the post office also.

When you are making your calls, ask the respondent whether an Agriculture Questionnaire was received in the mail, and if so, whether it was completed. If the operator did receive and

complete an advance Agriculture Questionnaire, you may use this questionnaire. Before terminating the interview, however, you must check carefully to see that all sections of the questionnaire have been completed accurately and legibly in ink. Assign a number to the questionnaire and complete the "Enumerator's Record" section as you have done for the other questionnaires you have completed.

If the farmer has made entries in pencil on the advance Questionnaire or if the entries are not clearly legible, make a new and readable copy in ink. Your Census Commissioner will not accept questionnaires on which the entries are not legible.

You will be paid for completing and reviewing advance questionnaires at the rate you would have received if you had entered the information on the questionnaire yourself.

120. Obtaining all required information

If the operator says he does not know the number of acres of a particular crop, the value of sales for the past 12 months, etc., ask him to make an estimate. Suggest to the operator that he make the best estimate he can based on the knowledge he has of the situation. The operator is in a better position than anyone else to estimate his agricultural operations. All information recorded on the questionnaire must be obtained from the operator or some other responsible person; it must not be based on your own ideas or opinions.

In some cases, you may have reason to doubt the accuracy of certain answers given you. If so, make sure the respondent has understood the question, record the answer as given, and enter in the "Comments" section any remarks that may be helpful to the processing staff. Never tell a respondent that you do not believe the information he has given you.

121. Other Agriculture Surveys

You may be questioned by farmers regarding mailed agriculture questionnaires, other than those pertaining to the Census, that they are required to complete for the Dominion Bureau of Statistics. Some of these other questionnaires will be in the farmers' hands at the time of the Census and criticism may arise that work is being duplicated.

One of the major farm surveys, which is similar in many respects to the Census, is the annual June Mail Survey of Crop Acreages and Live Stock Numbers, distributed by the Dominion Bureau of Statistics. Other Dominion Bureau of Statistics Farm Surveys which will be going on at the time of the Census are the Monthly Surveys

of Dairying, Poultry, Farm Prices, and, the Quarterly Surveys of Pigs and Farm Wages.

In order that the information will compare to that collected in other years and to simplify the office processing work, it is important that the farmers complete the other questionnaires and mail them to the Dominion Bureau of Statistics in the usual manner. These mail questionnaires are distributed on a sample basis and the results can be tabulated and released much more quickly than the Census information.

It is important, also, that you get a complete census report for each farm holding in your E.A. even though some of the questions may be similar to those on the other agriculture surveys.

122. Arpents

In some areas of the Province of Quebec where the land is surveyed in arpents instead of acres, answers to area questions may be recorded in arpents. In such cases, a notation "Arpents" must be written at the top of the questionnaire.

Special Problems of Enumeration

123. Agricultural holding in two or more Enumeration Areas

In some cases a holding may be located partly in your E.A., and partly outside your E.A. You must complete an Agriculture Questionnaire if the headquarters of the holding is located in your E.A. The farm dwelling of the operator is the headquarters if the operator is living on the holding; If the operator is not living on the holding, the headquarters will be the main buildings, or the main gate if there are no buildings. Enumerate as one holding those parts of the same holding in other E.A.'s as well as these parts located in your E.A.

In doubtful cases, complete the questionnaire, give a full description of the special circumstances in the "Comments" section and bring the matter to the attention of the Census Commissioner.



124. Agricultural holdings where no one lives

You may occasionally come across some tracts of land on which no one is living but for which an Agriculture Questionnaire is required. For such holdings, remember the following important rule: **An Agriculture Questionnaire must be completed in the Enumeration Area where the holding is located and not necessarily where the operator lives.**

A large proportion of non-resident operators (operators of agricultural holdings where no one lives) will be living elsewhere in your E.A. In such cases, you must complete the Agriculture Questionnaire when you visit the operator during the regular course of enumeration.

The remaining non-resident operators will be living outside your E.A., quite often in a town or village which, while being a separate E.A., is located nearby. You should make a special effort to locate the operator living outside your E.A. (who operates an agricultural holding whose headquarters is in your E.A.) and complete the required Agriculture Questionnaire. In some cases you will be able to contact the operator when he is in your E.A. doing work on his farm. (See Section 222 regarding extra payment for the enumeration of non-resident holdings which require a trip outside your E.A. to contact the operator.)

If for any reason you are unable to contact the operator, you must **nevertheless complete an Agriculture Questionnaire**. In such cases obtain the information from a neighbour or some other reliable source.

For non-resident farms located partly in your E.A. and partly in another, you may have difficulty in determining where the headquarters is located prior to calling on the operator. In any event try to locate the operator and complete a questionnaire if the enumerator in the other E.A. hasn't already completed one. Any notes which may help explain the situation should be entered in the "Comments" section. (If the person in charge lives on the part of the holding located in the other enumeration area, the other enumerator completes the Agriculture Questionnaire for the complete holding.) Bring to the attention of your Census Commissioner any cases in which there is a possibility that another enumerator, as well as yourself, may complete a questionnaire for the same farm. It is important that all farm land be enumerated, but it is equally important that none is enumerated twice.

125. Partnerships

Complete only one questionnaire for a farm operated in partnership by two or more persons. Include all land used for the partnership operations. Report the tenure of land, such as owned

or rented, whether it is owned or rented jointly or separately by the partners (provided the land is operated as a partnership). Consider one partner to be the farm operator and enter the name of the partnership and the name(s) of the other partner(s) in the "Comments" section. Partners doing work on the farm, other than the one reported as operator, are to be considered as unpaid family workers and farm work done by them is to be reported in Question 144(b).

If one of the partners operates another farm entirely separate from the partnership farm, do not include this other farm when completing the questionnaire for the partnership farm. A separate questionnaire will be required for the second farm with the partner operating it being reported as the operator.

126. Change of operator

In instances where there was a change of operator during the past 12 months, the information obtained for the questions which refer to this 12-month period are to apply for this holding. Ask the present operator to give as accurate an estimate as possible for such items as expenditures, weeks of agricultural labour and sales of agricultural products, even though the information will refer, at least in part, to the operations of the previous operator. Do not report these items for some other holding that the present operator may have had.

127. Farm managers

A farm manager is a person who receives a salary, wage or commission to operate a farm for another person or for an institution, corporation, or other organization. The manager is responsible for the daily decisions involved in the operation of a farm and may supervise hired labour employed on the farm. In other words, the manager is the person in charge. Do not confuse him with a caretaker or hired man who merely carries out his employer's instructions.

Do not report as managed, any farms operated under a family arrangement, such as father-son and mother-son agreements, unless a definite management agreement has been drawn up covering such points as responsibilities, salaries, etc.

If the person in charge operates land for himself in addition to managing land for his employer, use only one questionnaire to record the total agricultural operations. Do not fill out two separate questionnaires. The land operated by the person for himself will be shown as owned or rented, as the case may be, and the land operated for his employer will be shown as managed.

Information on crop acreages, machinery, livestock, sales, etc. will apply to the total land operated and the related agricultural activities.

128. Contract farming

Contract farming operations (Section XIII) refer to contracts between the farm operator and feed dealers, feed mills, processors (such as poultry eviscerating plants and meat packers), chick hatcheries, retailers or co-operatives. The contracts must be written; they must specify what the operator is to do, what he must provide and what the dealer, processor, hatchery, retailer or co-operative must do or provide.

When enumerating a farm operator who has a contract as mentioned above, the total agricultural operations involved in the contract arrangement are to be reported. For livestock and poultry contracts, report the total number of livestock and poultry which the farmer has on his farm even though he may not own all of them. Similarly, report the total wages, feed, sales, etc., involved in the contract arrangement even though the farm operator's share is only a part of the total. For sales, do not report just the payment made to the farmer by the contractor. It is the total operations of the farm for which we want information, regardless of whether or not others besides the farm operator are involved. If the farmer says he does not know the amounts spent or received, ask him to give his best estimate. In cases where the farmer feeds livestock which are later transferred to another farm or feedlot for further feeding, the farmer will have no actual sales of livestock to report. In such cases, ask the farmer to give an estimate of the market value of the livestock when they left his farm.

Enumeration of Certain Types of Farms

129. Institutional farms

If the land forming part of an institution, such as an experimental farm, school, penitentiary or hospital, is used for agricultural operations, such as the growing of vegetables or fruits, an Agriculture Questionnaire must be completed. Report only the area and the value of land and buildings actually used for agricultural purposes. Do not include the value of buildings used for research or for the housing of students or inmates. The person responsible for the agricultural operations is to be reported in Question 1 as the operator. Enter the word "manager" after the person's name and report the land as being managed in Question 4. **WRITE THE NAME OF THE INSTITUTION AT THE TOP OF THE QUESTIONNAIRE.** Agricultural products produced on the farm and used by the institution must be considered as sold and an estimate of their value entered in the proper section. Do not include inmates of the institution as agricultural labourers in Section XVII even though they are doing agricultural work.

It is possible that land owned by an institution may be rented to someone else and operated by him on own account. In such cases, do not report the farm as an institutional farm. Report the tenant as the operator and the land as rented.



130. Hutterite colonies

Report all land operated by a Hutterite colony as one farm. The "boss" must be reported as the farm operator in Question 1. Enter the word "manager" after the person's name and report the land as managed in Question 4. **WRITE THE NAME OF THE COLONY AT THE TOP OF THE QUESTIONNAIRE.** Members of the colony who do farm work must be reported as "paid workers" in Questions 144(a) and 145 (although they receive no money wages). Farm products consumed by the colony such as dairy products and vegetables are to be considered as being sold and the value of these products reported in Section XX.

131. Community pastures

If the headquarters of a community pasture is located in your E.A., complete an Agriculture Questionnaire covering the complete pasture. Report the manager of the pasture as the farm operator in Question 1 and the tenure of the land as managed in Question 4 (even those parts that are leased by the grazing association). **WRITE THE NAME OF THE COMMUNITY PASTURE AT THE TOP OF THE QUESTIONNAIRE.** Livestock kept on the community pasture for other farm operators must not be enumerated on the questionnaire for the community pasture as they will be enumerated on the farm of the person who owns them.

In the case of P.F.R.A. Community Pastures, fill in as much information as the manager can supply, but do not have him get information from the Head Office of the P.F.R.A. in Regina. Make a note in the "Comments" section of the questionnaire of information that can be secured only from Regina.

A farm which is privately owned and on which livestock are being pastured for a fixed fee is not to be reported as a community pasture.

132. Indian Reservations and allotted Indian lands

(1) Where land has been allotted to individual Indians, a separate Agriculture Questionnaire will be completed for each holding with

agricultural activity in the same manner as for ordinary holdings. Such land will be reported on the questionnaire as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of the individual Indian.

- (2) Any agricultural land belonging to an Indian reservation, but neither allotted to individual Indians nor leased to a corporation or to an individual, constitutes a single holding. Report the Indian Agent or farm manager as operator and report the land as managed. Include on this Agriculture Questionnaire any livestock belonging to the reservation as a whole, or livestock belonging to members of the reservation who have no allotted land. Do not include the acreage of wild land not utilized for agricultural purposes.

Labour used on the Reservation farm, other than that of the operator, is to be reported as unpaid family labour in Question 144(b) unless they receive wages or share in the sales of agricultural products.



133. Apiaries

If you should encounter a holding in your E.A. where bees are being kept, record the number of hives of bees in the "Comments" section. The bees must be reported for the holding on which they are located regardless of whether the operator or someone else owns them. Similarly, any sales of honey are to be reported for the holding on which the bees are being kept regardless of who receives the money.

Use of Maps in Agricultural Areas

134. Manitoba, Saskatchewan and Alberta

The enumerators of most rural E.A.'s in these three provinces have been supplied with a township plan (see diagram) in addition to a topographical map of the E.A. The enumerator must complete the township plan as shown in the diagram and return it with the completed questionnaires.

The E.A. is outlined in purple on the township plan and the appropriate township and range numbers have been entered. Make entries on the township plan as follows:

- (1) For each holding that you enumerate on an Agriculture Questionnaire (Form 6), draw in the boundaries on the township plan and enter

the Agriculture Questionnaire Number. Draw the boundaries so that all the quarter sections and parts of quarter sections reported in Question 4 of the questionnaire are included. Enter the Agriculture Questionnaire Number within these boundaries. In cases where the total area of the holding consists of two or more separate tracts that do not adjoin one another, draw in the boundaries of each separate tract; enter the Agriculture Questionnaire Number within each set of boundaries.

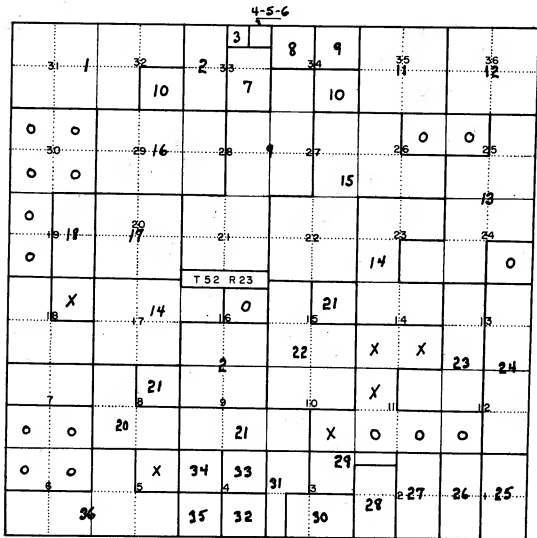
In some cases, part of the total acreage of a farm (whose headquarters is in your area) will be located in some other E.A. If so, draw in the boundaries of that part of the farm within your E.A. and enter the Agriculture Questionnaire Number even though the acreage outlined is less than the entry in Question 5.

In cases where the area of the holding is so small that the Agriculture Questionnaire

Number cannot be entered in the proper location on the township plan, enter the Agriculture Questionnaire Number in the margin and draw an arrow to the exact location of the land. (See diagram.)

It is not necessary to make any entries on the topographical map for those E.A.'s in which the enumerators are supplied with a township plan.

- (2) For Agricultural Areas located in your E.A. for which some other enumerator is required to complete the Agriculture Questionnaire, mark "O" on the township plan for each quarter section or part of a quarter section. This will occur where the farm headquarters is located in another E.A.
- (3) For non-farm areas, abandoned or idle land areas such as lakes, large rivers, forests, coulees, abandoned or idle land (not part of occupied farms), mark an "X" on the township plan for each quarter section or part of a quarter section.



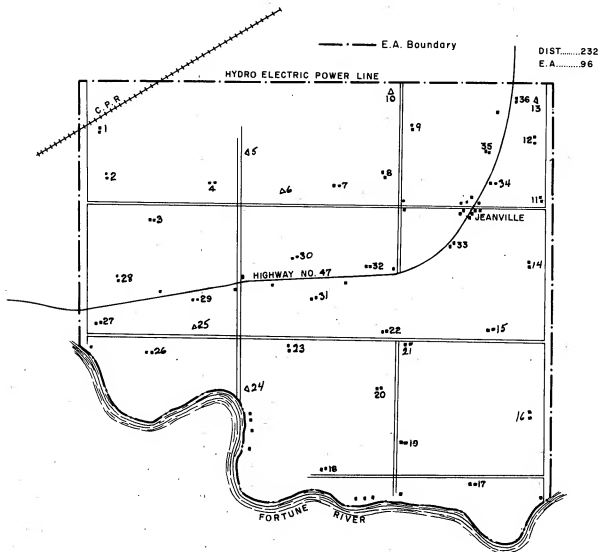
135. Eastern Provinces and British Columbia

Each enumerator in the rural areas of the provinces of Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia has been supplied with a topographical map of his E.A. The location of the headquarters of each agricultural holding must be indicated on this topographical map. For each Agriculture Questionnaire completed, enter on the map the Agriculture Questionnaire Number near the dwelling symbol of the holding. This dwelling symbol is a small square. (See diagram.)

If the dwelling is not indicated on your map, mark a small square ■ in the approximate location of the dwelling. If the holding does not have

a house, indicate by a triangle △ on your map the approximate location of the holding and enter the Agriculture Questionnaire Number beside the triangle.

Note that in areas where farms are more highly concentrated, an enlarged outline map for your E.A. will be found on the reverse side of the topographical map. The markings on these enlargements are restricted mainly to rivers and roads, and to buildings such as farm homes, schools, and churches. Use this enlarged outline map, where provided, to enter the Agriculture Questionnaire Nos., as the larger map will enable you to mark the headquarters more clearly for each agricultural holding enumerated.



Instructions for Specific Questions

IDENTIFICATION

136. Agriculture Questionnaire Number

AGRICULTURE
QUESTIONNAIRE
NUMBER _____

(This is not necessarily the same
as the household number)

Each Agriculture Questionnaire (Form 6) must be assigned a number in the order in which the holdings are visited, and the number must be entered in the space provided for "Agriculture Questionnaire Number". **Do not confuse this number with the Household Number(s)**, assigned on the Visitation Record. (See Section 42.)

137. Household Number(s)

HOUSEHOLDS LIVING ON
THIS HOLDING _____

HOUSEHOLD
NUMBER (S) _____

(From "Visitation
Record") _____

No household living
on this holding ☐

Enter the Household Number for each household living on this holding. This number will be taken from the Visitation Record (Form 1). Space has been provided on the Agriculture Questionnaire for entering the numbers for two households. If more than two households are located on the agricultural holding enter the Household Numbers for the additional households in the "Comments" section. If no household is on this holding, mark the box indicating "no household living on this holding".

SECTION 1- OPERATOR, JUNE 1, 1961

138. Name of the operator
(Question 1)

Print in block letters in Question 1 the name of the person who operates the farm.

How to determine who is the operator:

- (1) The Agriculture Questionnaire is to be completed in the **name of the person** responsible for the day-to-day agricultural operations of the holding, whether this person is operating it as owner, tenant or hired manager. He may do all the work himself or he may have other members of his family or hired workers helping him.
- (2) In the case of a **farm which is a part of an institution, school, firm, etc.**, write the name of the institution, firm, etc., at the top of the questionnaire. Report as operator in Question 1 the manager of the agricultural operations or the executive officer.
- (3) Do not fill out a separate questionnaire for members of the family, or other persons living on the same holding as the operator, unless each operates a tract of land entirely independent and separate from the home place. The agricultural operations of each person should be separate as to expenditures and revenues, and, in most cases, each person should have a separate set of machinery.
- (4) **Do not report more than one operator for each holding.** If the holding is operated by a partnership, consider one partner to be the operator and enter the name of the partnership and the name(s) of the other partner(s) in the "Comments" section of the questionnaire. If one of the partners has more responsibility for the agricultural operations of the farm, report him as operator in Question 1; otherwise report the eldest partner as the operator.

139. Post Office address of
the operator
(Question 1)

Give the **MAILING ADDRESS** of the person in charge, **not** the location of the land.

SECTION II—LOCATION, AREA, TENURE AND VALUE, JUNE 1, 1961

140. Location of holding
(Question 4)

Report in Question 4 all the land operated on June 1, 1961, by the operator, including the land he owns, rents or leases from others, or manages for others. Exclude land owned by this operator but rented to someone else. Describe the complete holding, filling in the section, quarter, township, range and meridian in the provinces of Manitoba, Saskatchewan and Alberta or the lot number and range or concession, where applicable, in the other provinces. List each parcel of land separately, giving the area and tenure of each parcel. In the provinces of Manitoba, Saskatchewan and Alberta list each section or quarter separately. If more lines are needed to give the location of a holding write it in the "Comments" section.

Report all land farmed by this operator whether or not it lies entirely in your E.A. The land may be in more than one tract and some of the tracts may be located at a considerable distance from the rest, but if the land is operated by this farmer it must be included. It is important that these land descriptions be accurate. If the operator is not certain, have him check with a recent tax notice or some other source.

Example for
Prairie Provinces →

Example for
Other Provinces →

LAND DESCRIPTION				Owned, rented or leased, managed (state which)	Area in acres
Quarter and Section (a)	Township (b)	Range (c)	Meridian (d)		
HQ N.W. 2	12	15	3	rented	160
HQ 7			9	owned	100
Lot No. ↗	Range or concession. ↗				

141. Headquarters of the holding (HQ)
(Question 4)

In giving the location of the holding in Question 4, always list on the top line the parcel of land on which the headquarters is located.

The farm dwelling of the operator is the headquarters on most holdings but if the operator does not live on the holding, the headquarters will be the main buildings, or the main gate if there are no buildings.

142. Total area
(Question 5)

The area reported in this question is the total area operated by this operator and will be the total area of the parcels of land reported in Question 4, Column (f). It must include all the land operated, whether owned, rented or leased from others, or managed, and whether located in your E.A. or elsewhere.

Do not include:

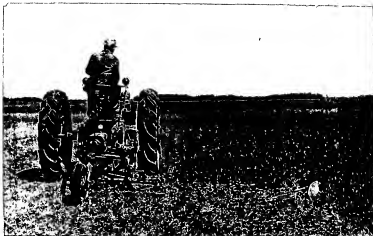
- (1) land owned by this operator but rented to someone else; such land will be included with the land operated by the other operator;
- (2) large areas of timber land or other non-agricultural land held by an operator, but operated apart from the agricultural business.

143. Area owned (Question 6 (a))	Report as owned: (1) land that the operator or his wife holds under title, homestead law, purchase contract, or as an heir or trustee of any individual estate; (2) land which is more or less permanently occupied by a squatter.
144. Area rented or leased from others (Question 6 (b))	Include areas: (1) rented or leased from others on a cash basis; (2) worked on shares for others; (3) used rent free; (4) used under a lease arrangement with Federal, Provincial or Municipal governments. Do not include land used under a per head grazing permit or fee.
145. Area operated for others as a hired manager (Question 6 (c))	A hired manager is one who is paid a salary to operate a farm (or a ranch) for a person, firm, corporation, or institution. He may operate his own farm in addition to managing agricultural land for someone else. All this land, including the managed portion, must be enumerated on one questionnaire. Caretakers and hired labourers must not be confused with managers. A hired manager is responsible for the agricultural operations and makes day-to-day decisions.
146. Value of land and buildings (Question 7)	There must be a value given for every agricultural holding enumerated. The value reported should be the market value , that is, the amount for which the agricultural holding would sell if there was a willing buyer and a willing seller, and not a forced sale. Do not report the original value, the replacement value, or the assessed value unless it conforms with the market value. Sometimes you may find that the operator, when first asked this question, will say that he is unable to give an accurate estimate of the present market value. Most operators, however, will have some knowledge of agricultural values in their district, and given a little time, and with some persuasion, the operator will usually come forth with a value estimate. Always obtain a value estimate for the property as agricultural property. For areas surrounding cities, farm land may have a very high real estate value if sold for subdivision purposes, but this is not the value which is to be reported . The figure required is the market value of the property when used for the production of agricultural products . However, if the non-agricultural value of the property is the only value estimate which the operator will give, record this figure but give an explanation in the "Comments" section of the questionnaire. It is very important in making this valuation to include all the land reported as operated in Question 5 as well as the farm buildings that are on this land. Do not just report the value of land and buildings which are owned and operated ; include also the value of land and buildings which are rented or leased from others and managed for others . Do not include the value of institutional or other non-agricultural buildings such as hospitals, dormitories, stores, gas stations, tourist cabins, motels, restaurants, etc.

SECTION III—FIELD CROPS

147. General instructions	Report the total area of the various crops sown or to be sown for harvest in 1961, whether already planted at the date of the Census or intended to be planted later. The questions on field crops always relate to the total area of land operated on this holding as reported in Question 5. Study carefully the list of crops printed on the questionnaire in order that you may be sufficiently familiar with them to avoid omitting or duplicating any crop. Report in Question 35 any field crops not specified on the Agriculture Questionnaire.
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<p>148. Two or more crops sown or to be sown on the same land</p>	<p>(1) Double cropping.—If two or more crops are grown in succession on the same land for harvest this year, the entire acreage must be reported for each crop. This will occur most frequently in the case of vegetables. Enter details in the "Comments" section.</p> <p>(2) Intercropping.—If two crops are being grown together in 1961 (for example, soybeans grown between or in the rows of corn) the total acreage is to be reported under each crop and details given in the "Comments" section.</p> <p>(3) Other crops harvested in orchards.—Where another crop is grown between the trees in an orchard, report the acreage of the crop as if it were grown alone. If there are 25 or more fruit trees, report also the total area of fruit trees in Question 42.</p> <p>(4) Mixed grains.—Report in Question 13, grain crops sown or to be sown in 1961 and to be harvested as a mixture.</p> <p>(5) More than one cutting of hay crops.—Where two or more cuttings of hay are taken from the same area, the acreage is to be reported but once.</p>
<p>149. Oats for grain, barley (Questions 11 and 12)</p>	<p>Report areas of oats and barley being grown for grain, including areas of winter oats and barley sown last fall for harvest this summer. Do not include acreages of oats and barley which will be cut for green feed.</p>
<p>150. Fall rye for grain, spring rye for grain (Questions 14 and 15)</p>	<p>Report the area of rye being grown for grain in Questions 14 and 15.</p> <p>Do not include:</p> <p>(1) rye to be cut for hay (this must be included in Question 24, "Other fodder crops");</p> <p>(2) rye which is sown for pasture and not to be cut (this must be included in Question 74, "Improved land for pasture or grazing");</p> <p>(3) rye which will be ploughed under as green manure (this must be included in Question 75, "Summer fallow").</p>
<p>151. Dry field peas, dry field beans (Questions 17 and 18)</p>	<p>Include seed peas and beans in Questions 17 and 18. Wax, green and snap beans and green peas which are grown for canning, for the fresh market, or for freezing, must be reported in Questions 58 and 66, respectively.</p>
<p>152. Tame hay (Questions 21 and 22)</p>	<p>Report the area of alfalfa and all grasses and clovers cut or to be cut for hay, ensilage, seed or dehydrating, regardless of when the area was sown. Report alfalfa and alfalfa mixtures in Question 21. Include in Question 22 such crops as timothy, brome grass, crested wheat grass, sweet clover, etc., but do not include wild hay.</p> <p>Where two or more cuttings of hay are taken, the acreage is to be reported only once.</p>



153. Flaxseed (Question 25)	Report in this question all linseed (oil) varieties of flax even though straw may be sold for paper making. Flax of fibre varieties must be reported in Question 35.
154. Rapeseed (Question 28)	Report, in Question 28, only rape which will be harvested for seed. Rape for pasture is to be reported in Question 74.
155. Potatoes (Question 31)	Report all patches of potatoes, no matter how small, including those grown for home use. For patches of less than $\frac{1}{10}$ acre report $\frac{1}{10}$ acre.
156. Turnips and swedes (rutabagas) grown for table use (Question 32 (b))	Include in Question 32(b) areas of turnips and swedes (rutabagas) which are being grown for human consumption. In cases where they are grown for both livestock feed and human consumption it will be necessary to have the operator estimate the acreage intended for each use. Note. —Turnips grown in the home garden are to be excluded.

SECTION IV—FRUITS, GREENHOUSES, AND NURSERIES

157. Cultivated small fruits (Questions 36 to 40)	The acreage of small fruits applies only to those holdings which report that these products are being grown mainly for sale. If these products are grown on the holding, but are mainly consumed by the farm household, with possibly a small portion sold, no entries are to be made in Questions 37 to 40. Report only cultivated fruits. Omit wild fruits such as wild blueberries, wild cranberries, and saskatoons.
158. Tree fruits (Questions 41 to 50)	Ask Question 41 on all holdings, but make no entries in Questions 42 to 50 if there are fewer than 25 fruit trees of all kinds on the holding. Use the formula provided in Appendix F of this Manual to calculate the approximate number of trees for a given acreage if the operator is unable to supply this information. If other crops, such as vegetables, are to be harvested from between the rows of fruit trees, the area of both the fruit trees and the other crops must be reported as if they were grown alone (see Section 148). Do not include fruit trees which are definitely abandoned and worthless, and for which the operator has no plans for immediate rehabilitation. The area of nut trees must be included in Question 42 and the number of nut trees reported in the "Comments" section.
159. Greenhouse and nursery products, mushrooms (Mainly for sale) (Questions 51 to 55)	Greenhouse products include vegetables, vegetable plants, flowers, etc., grown under glass. Report these products only if grown mainly for sale . Nursery products include trees, shrubs, vines and ornamentals grown mainly for sale. Do not include, in Question 52, the area of plants started in greenhouses, cold frames, etc., but later transplanted to the fields on this farm.

SECTION V—VEGETABLES GROWN FOR SALE

160. Vegetables for sale (Question 56)	Answer "Yes" if there are or will be any vegetables grown on this holding this year mainly for sale , either on the fresh market or to canners, freezers, dehydrators or other processors. Vegetables grown on institutional farms and consumed by the members of the institution are to be considered as sold. Also, consider vegetables grown under contract as sold from the place where grown.
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161. Acreage of vegetables grown mainly for sale (Questions 57 to 72)

Report the acreage **to the nearest tenth acre**, for each vegetable crop planted or to be planted for harvest in 1961 and being grown **mainly for sale**. Include areas of vegetables planted on institutional farms for use by members of the institution.

If more than one crop of vegetables is to be planted on the same piece of land, report the acreage for each crop.

Include in **Question 72** the area on which vegetable seed (exclude seed potatoes) is being produced mainly for sale in 1961.

Do not enter the areas of individual vegetable seed crops in Questions 57 to 72.

SECTION VI-USE OF LAND IN 1961

162. General instructions

These questions ask for information on how the land in the agricultural holding is being used. Each acre of the holding can be counted only once. The acreages reported in Questions 73 to 78 must be added and the total (Question 79) must equal the total area of the holding as reported in Question 5.

163. Cropland sown or to be sown for harvest in 1961 (Question 73)

The acreage entered in Question 73 is usually the total of the following areas:

- (1) all field crops (Questions 8 to 35);
- (2) small fruits (Questions 37 to 40);
- (3) tree fruits (Question 42);
- (4) greenhouse and nursery products (Questions 52 to 55);
- (5) vegetables (Questions 57 to 72).

If there is double cropping or intercropping on the holding (see Section 148), the answer to Question 73 will be less than the total of the individual crops. Such cases must be clearly explained in the "Comments" section of the questionnaire.

164. Improved land for pasture or grazing (Question 74)

Report all land which has been cultivated and seeded to pasture and is presently being used for grazing purposes.



Do not include:

- (1) land pastured after hay was or will be cut in 1961 (this must be included in Questions 21 or 22 and 73);
- (2) natural prairie or pasture land (this must be included in Question 78).

**165. Summer fallow
(Question 75)**

Summer fallow is land from which no crop will be harvested during 1961 but which is or will be cultivated or worked during the year for weed control and/or moisture conservation.

Include land on which green manure crops such as sweet clover or buckwheat have been, or will be, ploughed under.

Do not include as summer fallow, land which will be ploughed after a crop such as hay, fall wheat or fall rye has been harvested. Acreage of this kind must be reported under the individual crops. Idle land **must not be reported** as summer fallow (see Section 166).

**166. Other improved
land (Question 76)**

Report in this question the area of what is sometimes called the farmstead—that is, the farm buildings and barnyards. **Include**, also, idle land which is defined as land that has been cultivated at one time but which is not being pastured, summer fallowed or cropped this year.

Other items to include are:

- (1) the area of home gardens, lanes, and roads on the holding;
- (2) areas of new breaking that have not yet been cropped;
- (3) acreages of grass which have or are to be sold this year as sod for sodding lawns, etc.

**167. Woodland
(Question 77)**

Include all woodland, farm woodlots, private land leased from others for wood cutting, sugar bush and cutover land with seedlings or trees which have or will have value as timber, fuelwood or Christmas trees. The area of trees planted for wind breaks must also be included.

Do not include large timber tracts run as a business separate from the agricultural holding and which are leased or under permit solely for cutting of forest products.

**168. Other unimproved
land (Question 78)**

Report areas of natural pasture or hay land that have not been cultivated, also brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc., that are part of the agricultural holding and which must be enumerated to give a complete account of the total acreage of the holding.

Do not include as other unimproved land any land from which forest products may be obtained.

SECTION VIII—GRAIN ON HAND

**169. Grain on hand
(Questions 83 to 87)**



These questions are to be asked only in the provinces of Manitoba, Saskatchewan, Alberta and British Columbia.

Include:

- (1) both home grown and purchased whole grain;
- (2) chopped, rolled or crushed grain;
- (3) all wheat, oats, barley and flaxseed presently on this farm, regardless of ownership.

For mixed grains, ask the operator for an estimate of the quantity of each grain in the mixture.

Do not report types of grain which are not listed, such as corn. Exclude, also, prepared feeds used on the farm such as chick starters, dairy rations and mill feeds.

SECTION X—MACHINERY AND ELECTRIC POWER

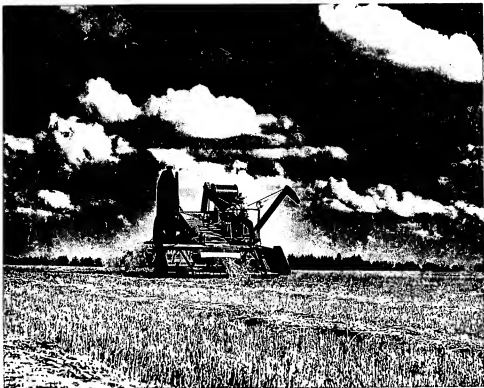
170. General
instructions

Include machines located on the holding on June 1, whether owned by the operator or by someone else. Equipment owned in partnership must be reported on the holding where it was located on June 1.

Do not include old machines which are no longer used.

The value reported for farm machinery will be the present market value—that is, the amount for which the machinery or equipment would sell if there was a willing buyer and a willing seller and not a forced sale. It might be explained as the price the machine would likely bring, in its present condition, at an auction sale or the amount the farmer would be willing to pay for the machine if he was buying one of the same make, age and condition.

Do not report the original value or the replacement value unless it conforms with the market value.



Grain Combine

171. Automobiles
(Question 100)

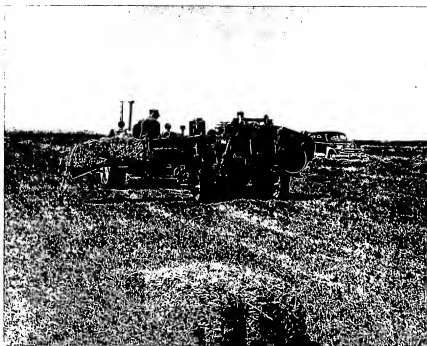
Include station wagons and jeeps if they are used primarily as passenger automobiles.

172. Motor trucks
(Question 101)

Report station wagons and jeeps only if they are used primarily as trucks.

Do not report school buses.

**173. Pick-up hay
balers
(Question 107)**



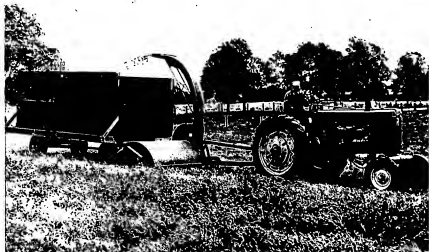
Report only pick-up hay balers.

Do not include stationary types.

**174. Forage crop
harvesters
(Question 108)**

Report machines used to cut or chop hay or corn in the field and convey it into wagons or trucks.

Do not include hay loaders which merely load the hay with no cutting action involved, or stationary ensilage cutters.



175. Electric motors (Question 109)	Include only those motors which are considered to be a unit separate from the machine that they operate. For example, the electric motor which is part of the milking machine unit would not usually be counted whereas an electric motor set up to drive a grain grinder would, in most cases, be counted.
176. Milking machines (Question 110)	Do not report each milking pail unit as a separate milking machine. The pail units are to be counted as being part of one milking machine.
177. Value of all other machinery and equipment (Question 112)	Include the value of machinery and equipment (other than those included in Questions 100 to 111) which is used for agricultural purposes. Do not include the value of such machines as snow removal tractors and school buses which are not used for agricultural purposes.

SECTION XI—LIVESTOCK ON THIS HOLDING, JUNE 1, 1961

178. General instructions	Report all animals on this holding as at June 1, whether they belong to the operator, his hired help or members of his family; also, animals kept on this holding which are pastured or fed for others. Livestock owned by this operator but pastured on community pastures are also to be reported as being on this holding. Do not report , on the questionnaire for this holding, livestock owned by this operator which are pastured or kept on another farm or ranch (unless it is a community pasture). Such livestock will be enumerated on the questionnaire of the holding where they are being kept. Breeding animals which are owned jointly by two or more farmers or by government agencies and kept in turn on the various farms must be reported on the farm where they happen to be located on June 1.
179. Heifers, 1 year and under 2, being raised mainly for milk production (Question 116)	Include all animals, 1 year and under 2 years, being raised mainly for milk production regardless of whether or not they are a dairy breed.
180. Cows and heifers 2 years and over, milking or to be milked (Question 117)	Include all cows and heifers 2 years and over, regardless of breed, which are being milked or will be milked after freshening. Cows nursing calves are not to be included unless some milk is taken for other uses.



181. Sows kept for breeding purposes (Question 121)

Include bred gilts (young sows which have been bred for the first time and have not yet produced a litter of pigs).

SECTION XII - POULTRY, JUNE 1, 1961

182. General instructions

Report all poultry on this holding, whether they belong to the operator, members of his family, hired help, or others. Include birds (such as broilers) being fed under contract.

183. Broiler production (Questions 130-132)

These questions apply to chicken and turkey broilers only. Chicken broilers are chickens weighing under four pounds live weight that are normally marketed at approximately ten weeks. Turkey broilers weigh under ten pounds live weight and are normally marketed at approximately sixteen weeks. All broilers placed on feed during the past 12 months will be reported here, whereas in the other poultry questions only those broilers that were on the holding on June 1, will be reported.

"Placed on feed" means the actual number of birds housed for feeding during the preceding 12 months, including all batches, e.g., if the housing capacity is 1,000 and was filled three times during the past 12 months, the answer would be 3,000 birds.

SECTION XIII - CONTRACT FARMING

184. General instructions

Section XIII - LIVESTOCK, POULTRY AND EGG CONTRACTS

133. Did you produce under contract with a feed dealer, processor, hatchery, retailer, or co-operative any livestock, poultry or eggs during the past 12 months?
(Do not include milk contracts and contracts with other farmers)
- ☐ No *- If "No" skip to question 136*
☐ Yes *- Answer questions 134 and 135*

These questions refer to contracts between the operator and feed dealers, feed mills, processors (such as poultry eviscerating plants and meat packers), chick hatcheries, retailers or co-operatives. They are limited to contracts involving the production of livestock, poultry or eggs. Contracts **must be written** and must specify what the operator is to do, what he must provide and what the dealer, processor, hatchery, retailer or co-operative must do or provide.

Do not include:

- (a) contracts involving products such as sugar beets, vegetables, oil seeds, milk;
- (b) rental contracts with the landlord which involve the sharing of farm production;
- (c) contracts made with other farmers unless the other farmer is a feed dealer, processor, hatchery operator or retailer.

SECTION XV - MAPLE SYRUP AND SUGAR, 1961

185. General instructions

Include syrup and sugar made in 1961 from all trees tapped on this holding, either by the operator or by someone else. Include also syrup and sugar made by the operator from trees in the open woods for which no rental was paid.

If tubing attachments are being used, count as buckets (in Question 138) each tap which previously would have required a bucket.

SECTION XVI - PART-TIME WORK DURING PAST 12 MONTHS

186. Income comparison (Question 141)

Report whether the income which the operator and his family who are living with him (and who pool their earnings for the general upkeep of the household) received from non-agricultural work and agricultural work off this holding exceeding the amount received from the sale of agricultural products from the holding.

186. Income comparison
(Question 141) — Con.

Include with sales of agricultural products those amounts received from crop insurance, hail insurance, government farm subsidies, Canadian Wheat Board payments, deficiency payments, Prairie Farm Assistance, etc.

Do not include with non-agricultural income, income from investments, family allowances and pensions such as war and old age pensions, etc. Non-agricultural income is income received from such activities as fishing, lumbering, mining, road work, carpentry work, trucking, factory work, agency selling, etc. Income received from agricultural work off this holding includes receipts for work done for other farmers by the operator and members of his family, and for custom work.

187. Days worked at non-agricultural work and at agricultural work off this holding
(Question 142)

Include the total number of days that **the operator** worked for pay (wages, commissions, etc.), at non-agricultural work or at agricultural work off this holding, or at his own non-agricultural business or profession. (Agricultural work would include ploughing, threshing, combining, haying, general farm labour, etc., when done either for wages or on a custom basis.)

Do not include exchange work, such as helping a neighbour with threshing or haying.

If the answers are not given in days, convert to days on the basis of: 8 hours equal 1 day; 6 days equal 1 week; 26 days equal 1 month.

188. Kind of part-time work
(Question 143)



If the operator reports that he did non-agricultural work or agricultural work off his own farm during the past 12 months, mark the box that describes the kind of work or write in the type of work in the "other" category. "Other" kinds of non-agricultural work (occupations) would include: grain or livestock buyer; insurance agent; real estate agent; service station operator, etc.

SECTION XVII—AGRICULTURAL LABOUR

189. General instructions

144. Weeks worked during the past 12 months on this holding
(excluding housework):

(a) by **paid workers** None ☐

(b) by **unpaid family workers** None ☐

(Exclude operator.)

Male	Female
4 weeks	5 weeks
6 weeks	7 weeks

The information required in Question 144 is man-weeks of labour. One man-week of labour is the amount of labour done by one person when working on a full-time basis for a period of one week.

(1) Calculation of weeks

(a) Report number of weeks to the nearest whole week. In instances where the answers are not given in weeks but in days or hours, convert to weeks, using 6 days or 48 hours as the equivalent of 1 week's work. One month is equivalent to 4½ weeks.

(b) Where a number of workers were employed on the holding for several periods, report the total weeks for all workers employed. For example, report 1 week if 6 workers were employed for 1 day, or 4 weeks if 4 workers were employed for a period of 1 week.

189. General instructions—Con.

(2) **Include only workers 15 years of age and over.**—Do not include the operator unless he is a paid farm manager. In the case of partly managed farms, report the weeks worked by the manager on the managed portion of the holding only.

(3) **Partnership.**—If the farm is operated by a partnership, consider one partner to be the operator; report the other partners, if actually doing work on the holding, as "unpaid family workers" in Question 144(b).

Note.—This instruction differs from the instruction for Question 23 of Form 2A. In Question 23 of Form 2A, each partner is to be reported as "operated own business". However, for agricultural purposes, one partner is to be reported as the operator and other partners are to be reported as unpaid family workers.

(4) **Change of operator.**—In instances where the operator of the holding on June 1, 1961 is not the person who operated the holding last year, obtain from the present operator as accurate a record as possible of the weeks of agricultural labour used on this holding during the past 12 months.

(5) **Exchange work.**—Exchange work done on other farms by this operator, by workers paid by this operator, or by his unpaid family workers, should be considered as work done on this farm.

(6) **Custom work.**—Where custom work is done on a farm by hired machines, do not include the weeks of work or number of workers that form part of the cost of such machine hire on the Agriculture Questionnaire for that farm. They must be reported on the Agriculture Questionnaire for the operator actually doing the custom work.

(7) Note the difference between the method of calculating number of weeks for Question 144 of the Agriculture Questionnaire "Weeks worked during the past 12 months on this holding" and the method of calculating number of weeks for Question 24 of the Population Questionnaire (Form 2A) "In how many weeks did (you) work for wages or salary in the past 12 months?"

Example: If a person worked one day on a farm each week for a period of 6 weeks, the answer for Question 144 of the Agriculture Questionnaire would be one week whereas for Question 24 of the Population Questionnaire the answer would be 6 weeks.

190. Paid workers
(Questions 144
(a) and 145)

Any person doing farm work on the farm for wages, salary, commission, or on a piece rate or labour contract basis, should be reported as "paid". Include here a hired manager and members of the operator's family receiving regular or specified cash wages.

For Census purposes, housework is **not to be included** as agricultural labour.

191. Unpaid family workers
(Question 144(b))



Members of the operator's family (related by blood, marriage or adoption) who do agricultural work or chores full-time or part-time on the farm but do not receive specified cash wages, are to be reported as unpaid family workers. Include, also, students (15 years of age and over) who do agricultural work or chores after school hours, on Saturdays or during the summer holidays, but do not receive a specified cash wage.

(See Section 189 for calculation of number of weeks.)

Do not include the operator as an unpaid family worker. Housework is **not to be included** as agricultural labour.

SECTION XVIII—PRODUCTION OF WHOLE MILK, MAY 1961

192. General
instructions
(Questions
146 to 151)

Note that the production of whole milk applies to the month of May, 1961. Note, also, that two columns are provided for enumerator entries in this section: the first column is for entering the quantities of the various dairy products; the second column is for the equivalents of the original entries in terms of pounds of milk.

In the first column of Questions 146 to 150, report in the unit specified the quantity sold or used on the holding. For Question 147 "Cream sold" there is a choice of units; the one to use will depend on which basis the operator usually sells the cream.

There are few operators who keep accurate records of total whole milk production, and for this reason, you may have difficulty in getting a reliable answer for Question 151.

Column 2, the milk equivalent column, has been included to assist the enumerator in checking the accuracy of the operator's estimate of total milk production. Enter, in Column 2, the pounds of whole milk that are equivalent to the quantities of milk, cream and butter that are reported in Column 1. If Column 2 is properly filled in, the sum of the entries for Questions 146 to 150 (Column 2) will represent total whole milk production for the month of May. Always check this total with the operator's estimate of total production. A milk equivalent table has been printed on the questionnaire in order to assist you in making these conversions.

SALE OF MILK AND CREAM, MAY 1961		Equivalent pounds of milk
146. Whole milk sold, <u>May 1961</u>	gallons of milk 80	800
(Include milk sold to dairy, factory or direct to consumers)	(1) gallons of cream	1500
147. Cream sold, <u>May 1961</u>	(2) pounds of cream	
(Report in most familiar unit and convert to milk equivalent by using above table)	(3) pounds of butterfat 50	

For example, if the amount of whole milk sold in May (Question 146) is reported in gallons, the number of gallons is to be entered in Column 1. In order to report the milk equivalent in Column 2, you may consult the milk equivalent table which tells you that 1 gallon of milk weighs approximately 10 pounds. Therefore, multiply by 10 the number of gallons of milk reported, and enter the resulting figure in Column 2.

Similarly, if cream sold in May is reported on a butterfat basis (Question 147), enter the number of pounds of butterfat in the space in Column 1 marked "(3) pounds of butterfat". To get the milk equivalent, multiply the reported pounds of butterfat by 30 (see milk equivalent table) and enter the resulting figure in Column 2, the milk equivalent column. If the cream is reported in gallons, multiply the number of gallons by 100 to get the figure for Column 2.

If the enumerator reports in pounds the quantity of milk sold or used, enter this figure in Column 2 and no entry will be required in Column 1. This will likely happen most often in Question 146, "Whole milk sold". Usually, however, the enumerator will report the quantity in gallons; this will be entered in Column 1 and then converted to pounds of milk in Column 2.

Milk used for making **cheese for home use** will be reported in Question 149 (Milk and cream used in households). Note, however, that milk used for making butter, whether the farm-made butter is for home use or for sale, is reported in Question 148, Column 2, by multiplying the number of pounds made (Column 1) by 25. Milk used for making **cheese in a factory** will be reported in Question 146 (Whole milk sold).

192. General instructions (Questions 146 to 151) - Con.

Do not include goat milk in any of Questions 146 to 151.

For Questions 149 and 150, you may encounter some difficulty in getting an estimate from the operator of the amounts of whole milk used in households on the farm or fed to livestock during the month of May. The daily amounts used, particularly for milk fed to livestock, may vary considerably during the month. In some cases, a more accurate figure might be obtained by getting an estimate of the average amount used per day during the month of May, and multiplying by 31 to get the total.

SECTION XIX - EXPENDITURES DURING THE PAST 12 MONTHS

193. General instructions

Report, for the items listed, the expenditures incurred during the past 12 months for the holding, whether paid in cash or obtained on credit. If the operator wishes to report the expenditures for the past **calendar year** rather than for the past 12 months this is permissible provided this fact is noted in the "Comments" section. The operator may have already calculated the information on a calendar-year basis for income tax purposes.

194. Taxes (Question 132)

Report real estate taxes levied during the past 12 months on the farm land and buildings now owned and operated, whether paid or not.

Exclude:

- (a) taxes on property owned by this operator but rented to someone else;
- (b) taxes on farm property rented by this operator from someone else;
- (c) taxes on managed farms;
- (d) tax arrears;
- (e) income taxes, irrigation taxes, sales taxes, etc.

195. Rent paid (Questions 153(a) and (b))

Report all rent charged in 1960 by the landlord (whether paid or not) for agricultural property which is now operated by the person being enumerated. Report separately the rent paid on a cash basis and the rent paid on a share or in kind basis. Where rent is charged as a share of the produce grown on the farm ($\frac{1}{4}$ share, $\frac{1}{2}$ share, etc.) and is paid in kind, an estimate of the dollar value of this share rent is required. The produce given as rent should be valued at the price the operator could get if he was to sell it. Do not report any rent for managed farms.

196. Feed and seed purchases (Question 155)

Include feed and seed purchased during the past 12 months for use on this farm. Do not include any feed and seed which was purchased and then resold.

For rented farms be sure to include feed and seed purchased by the landlord as well as that purchased by the tenant for use on this farm. If the farmer has a livestock or poultry contract with some other person or firm, include the value of any feed supplied by the other party involved in the contract such as a processing plant supplying feed for broilers being fed under contract.

SECTION XX - VALUE OF AGRICULTURAL PRODUCTS SOLD DURING THE PAST 12 MONTHS

197. General instructions

Include in the value of sales everything produced and sold from this agricultural holding (described in Question 4) during the past 12 months, regardless of whether the sales income was received by the operator or by some other person. If the operator wishes to report the value of sales for the past **calendar year** rather than for the past 12 months this is permissible provided this fact is noted in the "Comments" section. The operator may have already calculated the information on a calendar-year basis for income tax purposes.

197. General instructions - Con.



The following are some important instructions which you must follow when enumerating sales:

- (1) **Landlord's share of agricultural produce sold** must be considered as sales from the operator's farm.
- Do not include** on the landlord's questionnaire (if he is also a farm operator) sales of products received from land rented to others. Such sales must be reported on the questionnaire for the rented farm.
- (2) **Products of an institutional farm** used by the institution must be considered as sold and an estimate of their value recorded for the proper question.
- (3) **Canadian Wheat Board payments** received during the past 12 months, regardless of which crop they apply to, must be included with crop sales. (This rule will apply only in the Prairie Provinces.)
- (4) **Patronage dividends and Government deficiency payments** received during the past 12 months must be included with the sales value of the products sold.
- (5) **Government acreage payments** received during the past 12 months must be reported in Question 161.
- (6) **Contract operations** must include the total value of sales of livestock or poultry even though the ownership of the livestock or poultry may be shared with a feed dealer, poultry dealer, or other person under a contract arrangement.

In a few cases, livestock may be fed for a period of time on a farm and then transferred to another farm or feedlot for additional feeding. In such cases where the livestock are not actually sold when leaving the farm, **report as sales** the estimated value of these livestock when transferred.

- (7) **Sales of livestock by drover operators** are not to be reported on the questionnaire of the drover's farm, if the livestock have been bought and sold **within a 30-day period**. If the livestock are kept by the drover for more than one month prior to resale, the sales of such animals are to be reported.
- (8) Report any unusual situations in the "Comments" section.

198. Sales of forest products (Question 179)

Include income received by the operator from stumpage leases—where an agreed amount is paid for the privilege of cutting timber or pulpwood from the land.

SECTION XXI - MORTGAGES OR AGREEMENTS FOR SALE

199. Mortgages or agreements for sale (Question 181)

You must obtain information on mortgage and agreement for sale debts only for the farm buildings and land **owned by the operator. Do not ask these questions of tenant farmers or managers.**

The question refers to all debts secured by mortgages, agreements for sale, and by any other legal instrument which partakes of the nature of a mortgage.

SECTION XXII - IRRIGATION

200. General instructions

Irrigation is defined as the application of water to the land by artificial means such as a system of ditches, furrows, sprinklers or similar works. **Include** the purchase of custom irrigation. **Do not report** systems which are **only** used to water a home garden.

**200. General
Instructions - Con.**

Notice the instruction note opposite the "Yes" box in Question 183 which states that, for the four provinces of British Columbia, Alberta, Saskatchewan and Ontario, an Irrigation Questionnaire (Form 8) must be completed if a "Yes" answer is obtained in Question 183.



**201. Area irrigated
in 1960
(Question 184)**

Report each irrigated acre only once, even though it was irrigated more frequently or more than one crop was harvested from it.

SECTION XXIII - FOREST PRODUCTS AND FOREST FIRES

**202. General
Instructions**

Question 185 is to be marked "Yes" if any of the items listed on the questionnaire were cut, sold or used during the past 12 months. Only those wood products which were obtained from the woodland of this holding are to be included for this question.

Do not include wood products which were purchased by the farm operator.

It is not necessary that the wood products which were sold or used during the past 12 months were cut, also, during this same 12-month period; the products could have been cut at some time previous to the past 12-month period.

**203. Completing
Form 9**

Notice the instruction note in the "Forest Products" section which states that if a "Yes" answer is obtained in either of Questions 185 or 186, a Woodland Questionnaire (Form 9) must be completed.

Part II. "Agriculture - Form 7" Questionnaire**204. When to use Form 7**

Report on Form 7, agricultural production (other than home gardens) for:

- (a) holdings of less than one acre in size;
- (b) holdings of one acre or more in size but for which sales of agricultural products were less than \$50 during the past 12 months.

In other words, use this form for recording agricultural production for holdings not requiring the completion of an Agriculture Questionnaire (Form 6). Items to be reported are livestock, poultry, cropland, pasture, summer fallow and greenhouses. **Do not include home gardens.**

You must ask at every household **not** living on a farm or small agricultural holding (one acre or more in size and \$50 or more of sales) whether they have any of the agricultural items mentioned above. If so, the information must be entered on Form 7. This check applies to the households located in villages, towns and cities as well as those located in rural areas.

205. How to complete Form 7

- (a) **General instructions.**—Before commencing enumeration, enter the District and Enumeration Area numbers in the upper left-hand corner of your Form 7. Use only one line for each holding. Use the reverse side of the form when all the lines on the front side have been filled.

Do not enter dashes. Where no entries are necessary, leave the space blank.

The area must be recorded for each holding listed. Make all entries in ink.

- (b) **Instructions for specific columns**

- (i) **Person in charge of holding (Column 1).**—Report the name of the person in charge of the holding even if the livestock, poultry or crops do not belong to him. If the holding is occupied, the person living there will usually be reported as, the person in charge of the holding. Print the surname in block letters, followed by given name and initials.

- (ii) **Area of holding (Column 2).**—Report the area to the nearest tenth acre. For holdings less than $\frac{1}{10}$ of an acre in size, report one-tenth acre.

- (iii) **Area of cropland, improved pasture and summer fallow (Columns 3 and 4).**—Report in Column 3 the area of cropland if one acre or more (excluding home gardens); in Column 4 report the area of improved pasture and summer fallow if

one acre or more. Cropland includes land seeded to grain and hay crops.

Do not include the area of home gardens, such as potatoes, vegetables, small fruits and orchards being used mainly for home use.

- (iv) **Livestock and poultry (Columns 5 to 13).**—Report in Columns 5 to 13 all livestock and poultry on the holding as at June 1, regardless of ownership. The livestock and poultry are to be reported even if they are not owned by the person in charge of the holding.

- (v) **Area of greenhouse products grown mainly for sale (Column 14).**—Report the area of greenhouse products, such as vegetables, vegetable plants, flowers, etc., **grown mainly for sale** under glass.

Do not include the area of plants which are started in greenhouses, cold frames, etc., but which are later transplanted to the field.

- (vi) **Value of forest products sold (Column 15).**—Sales of forest products during the past 12 months are recorded only for holdings which are listed according to the rules outlined at the top of the Form 7.

Do not record:

- (1) woodlots which do **not** have livestock, poultry, greenhouse products or at least one acre of cropland, improved pasture or summer fallow (excluding home gardens);
- (2) sales of forest products which were not cut on this holding;
- (3) sales from large tracts of forest lands which are operated as a forest production business.

Part III. Form 8, Irrigation Questionnaire**206. When to use Form 8**

The Irrigation Questionnaire (Form 8) is only to be used in the four provinces of Ontario, Saskatchewan, Alberta and British Columbia. The Form 8 is to be completed for all farms in these provinces, on which water was applied to the land (excluding home gardens) by artificial means in 1960; in other words, for each farm reporting a "Yes" answer in Question 183 of the Agriculture Questionnaire. The method of application could have been through a system of ditches, furrows, sprinklers or similar works.

The purchase of custom irrigation is also to be reported.



Do not report irrigation systems used exclusively for home gardens

There will be a few cases where a farm has a crop irrigation system at the enumeration date, but no irrigation was done in 1960. Questions 1 to 5 of the Irrigation Questionnaire must be completed for these farms.

207. Identification

Be sure to enter the same Agriculture Questionnaire Number in the space provided in the upper left-hand corner of Form 8, as was allotted on Form 6 for the holding being enumerated. This is essential if the appropriate Forms 6 and 8 are to be correctly identified with each other.

The name of the person in charge of the holding is to be entered in Question 1 of Form 8 and must check with the corresponding entry made on Form 6.

208. Source of irrigation water (Question 2)

Report in Question 2 the source of irrigation water. The first part of Question 2 should be checked if the irrigation water is supplied by an irrigation enterprise organized to supply water to a group of farms. The main types of irrigation

enterprises are the organized irrigation district, water users' association and co-operative. If the source of water is an irrigation enterprise, enter the name and address of the organization in Question 3.

Check the second part of Question 2 if the water is obtained directly by this farm from a well, spring, stream, pond, lake, reservoir, etc. "Directly to this holding" means that the water is taken from a natural source by pumps or other works operated as part of this farm.

209. Total area of holding (Question 4)

The total acreage of the holding is to be reported in Question 4, not just the irrigated acreage. The entry for this question must check with the entry made for Question 5 of Form 6 which asks for the total acreage operated.

210. Irrigated acreages

Some points to keep in mind when answering Questions 6 to 25 are as follows:

- (1) Report the acreages irrigated in **1960**.
- (2) If only a portion of the total acreage of a particular crop was irrigated, report only the acreage that was irrigated.
- (3) Report each irrigated acre only once even though it was irrigated more than once, or more than one crop was harvested from it.
- (4) For fruits and vegetables, report only the acreage which was irrigated and for which the produce was being grown **mainly for sale**. Do not report the acreages of home gardens.
- (5) Report the acreages to the nearest whole acre unless provision has been made to report in tenths.
- (6) Note that the entry for Question 25 (total area irrigated in 1960) must check with the total of the entries for Questions 6 to 24.

211. Custom irrigation (Question 27)

Report custom irrigation if the farmer hired an organization or person to apply irrigation water to at least some of his land in 1960. The group or person hired supplies the equipment, labour, etc., necessary to apply the water to the land, and the farmer pays for the job being done.

G. FORM 9 - WOODLAND QUESTIONNAIRE**212. When to use Form 9**

Form 9 is completed only for holdings reporting "Yes" to either of Questions 185 or 186 of Form 6 (Agriculture Questionnaire), that is, under any of the following conditions:

- (1) If any **fires** occurred in the woodland of this holding during the last five years;
or
- (2) If any forest products were **cut** from this woodland by anyone during the past 12 months;
or
- (3) If any forest products cut on this woodland at any time were **used by the owner** of the woodland during the past 12 months;
or
- (4) If any forest products cut on this woodland at any time were sold by the owner during the past 12 months.

Instructions for completing Form 9**213. General instructions**

Ask about each individual product listed on the questionnaire. Do not ask general questions since, in some cases, respondents do not consider fuelwood as a forest product, and in other cases, they will forget some of the items unless they are drawn specifically to their attention.

In entering the quantities, pay particular attention to the unit of measurement requested on the questionnaire. The following examples and the tables on the back of the questionnaire will assist you in converting quantities of forest products into the required units of measurement.

Example 1

Cords.—The standard cord is a unit of measurement for wood stacked in regular piles, and is a pile 4 feet high and 8 feet long, of wood cut in 4-foot lengths, containing 128 cubic feet of wood, bark, and air space.

In some localities, the term "cord" is used when sticks are other than four feet long. For example, a farmer may say he cut 10 cords of wood two feet long. In terms of cords, as defined above, he actually cut five **standard cords**.

Since only standard cords (128 cubic feet) are to be reported, it is necessary that you determine the length of the wood when cords are reported. Use Table 1 to convert reported figures to standard cords.

Example 2

Board feet—Log Scale.—A board foot is a unit of measurement used to estimate the

quantity of lumber a log will produce. Use Table 2 to estimate the number of board feet of logs which have not been scaled. Following are examples of calculations based on Table 2:

- (a) The approximate average top diameter of the logs is 10 inches and they average 12 feet in length. According to Table 2, a log 12 feet long with a top diameter of 10 inches, contains 45 board feet. To obtain the total board feet content of logs produced, multiply the number of logs by 45.
- (b) The top diameters of the logs average 14 inches and they are cut in lengths of 16 feet. The board feet content of each log as shown in the table is 135 board feet. By multiplying the number of similar logs by 135, you will obtain the volume of the total production.

214: Instructions for the Columns of Form 9

- (1) **Forest products cut (Columns 1 and 2).**—Do not include forest products cut on Crown Land.

In **Column 1**, report the quantity (in units of measurement requested) of all forest products cut from this holding during the past 12 months.

In **Column 2**, report the **total value** of all forest products cut from this holding during the past 12 months. Calculate the value at prices prevailing in the district for such products.

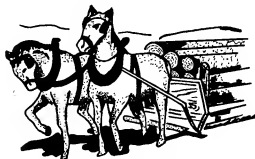
- (2) **Forest products used or sold (Columns 3 and 4).**—In **Column 3**, report the quantity of forest products used by the woodland operator during the past 12 months which were cut at any time on the holding.

Do not include:

- (a) Purchased wood products which may have been used by the woodland operator;
- (b) Slabs, edgings, veneer cores, old posts, poles, or logs from old buildings.

In **Column 4**, report the quantities of forest products sold during the past 12 months.

The forest products reported in Columns (3) and (4) may have been cut during the past year or at any previous time, but must have been cut from this woodland holding.



215. Instructions for specific questions

- (1) **Question 4 (Forest fires).**—Do not include fires used to clear land unless such fires burned more woodland area than was intended. For example, a fire which was started to burn slash or other debris to clear 10 acres of land but actually burned an additional four acres of woodland would be reported as burning four acres of woodland.

- (2) **Question 6 (Fuelwood).**—The total quantity of fuelwood cut, sold, or used during the last 12 months should be entered in the proper column, and separated into **Coniferous** (needle-bearing) species and **Other** (broad-leaved) species, as indicated by Sections (a) and (b) of this question.

Since the figures are required in terms of standard cords of 128 cubic feet, ask the operator the length of the pieces in the cords he is reporting. Refer to Table 1 on the back of the questionnaire to obtain appropriate volumes.

Note: If the fuelwood is cut in pole lengths, use Table 1 to estimate the number of cords of 128 cubic feet.

- (3) **Question 7 (Wood for making charcoal).**—The farmer's best estimate of the quantity of this wood cut, used, or sold during the past 12 months should be reported (in cords). Where the pieces are not cut in 4-foot lengths, the quantities, in terms of cords of 128 cubic feet, should be calculated from Table 1.

- (4) **Questions 8 and 9 (Pulpwood).**—If the farmer does not know the number of cords for either of these questions, but reports in terms of carloads, ascertain whether the cars were small (36 feet long) or large (40 feet long). To determine the total production and sales in terms of cords, multiply the number of small cars by 17 cords, and the number of large cars by 21 cords.

Note that, in each of these questions, provision is made for separate reporting of **Coniferous** (needle-bearing) species and **Other** (broad-leaved) species.

Quantities reported should be on the basis of cords of 128 cubic feet, Table 1 to be used if conversion is required.

- (5) **Question 12 (Hewn railway ties).**—Report only hand-hewn ties. Do not report any sawn ties.
- (6) **Question 13 (Logs for railway ties).**—If the farmer has sold his logs for ties by the piece and does not know the total board foot volume, ask the number and the average length and diameter of the pieces sold. Use Table 2 to convert to board feet.

Note, however, that if only 8-foot logs were cut, conversion to board feet should be made

by multiplying the total number of logs by 35. Do not use Table 2 in this case.

- (7) **Question 14 (Logs for veneer).**—If the farmer cut or sold veneer logs to a veneer or plywood company, or to an agent, enter the quantity cut or sold if it is known. If only the number of logs is available, ask the farmer the average top diameter and the average length of the logs and use Table 2 to convert these measurements to board feet.
- Note** that logs for veneer are commonly cut and sold in 9-foot, 13-foot, or 17-foot lengths.

- (8) **Question 15 (Logs for lumber).**—Separate the total quantity of logs cut, sold, or used within the last 12 months into **Coniferous** (needle-bearing) species and **Other** (broad-leaved) species.

Report all logs in board feet. If the board feet content is not known, ascertain the average top diameter of the logs and their length, and use Table 2 to convert these measurements to board feet.

- (9) **Question 16 (Bolts).**—Bolts refer normally to sticks of wood which are less than 8 feet long. Enter the number of cords (128 cubic feet) of such wood which was cut or sold.

Do not include quantities covered by any of the previous questions or any round mining timber which will be reported in Question 18. Bolts are usually sawn into shingles, spoolwood, basket bottoms, etc.

If the length of the bolts is more or less than 4 feet, refer to Table 1 to convert to standard cords (128 cubic feet).

- (10) **Question 18 (Round mining timber).**—All roundwood cut and sold for use in the mines, such as pitprops, lagging, sprags, mine ties, etc., should be recorded under this item.

(a) **Pitprops** are normally sold by the cord and should be reported in this unit of measurement. If sold in other units of measurement, get the best estimate from the respondent on a cord basis (128 cubic feet). If the lengths vary from 4 feet, use Table 1 to convert to standard cords.

(b) **Other round mining timber.** In some cases, this may be sold in lineal feet or by the piece. Obtain the measurement of the quantities sold in cords or in board feet, if possible. If these units of measurement are not available, have the respondent make his best estimate of the quantity in cords.

- (11) **Question 19 (Christmas trees).**—Report the number of trees cut and sold. If sold in bundles, get an estimate of the number per bundle and convert to the required unit.

Do not record trees cut for own use.

H. FORM 10 - MERCHANDISING AND SERVICE ESTABLISHMENTS

216. General instructions

Record on this form every retail, wholesale, and service establishment (business location) and every electrical, plumbing, heating, and painting contractor having a sales outlet. Study Section 217 of these instructions to make certain that you recognize these types of business activity. Be especially careful to record any such establishment which may be located in an office building. If more than one store of the same firm is located in your E.A., complete a Form 10 for each store.



These records will be used to prepare mailing lists of establishments to which Census report forms will be mailed later. Be sure you understand what is required for each of the items on the questionnaire as explained in the instructions in Section 219. It is important that the correct name, address, etc., be obtained so that the Census forms will be sent to the right place. Pay particular attention, also, to Item 7 (Type of business) and Item 8 (Kind of business).

Upon entering a place of business, ask to speak to someone in authority. Then introduce yourself as a Census enumerator, show your identity card, and proceed to ask for the required information. If no one in authority is present, or if the business is closed temporarily for lunch or for some other reason, make a notation to this effect in the call-back record of your Form 10 folio, and arrange to come back at a more suitable time.

Do not confuse the instructions for Form 10 with the instructions for other Census forms. Remember that the information to be collected on Form 10 relates **only to the business establishment** and not to the persons operating the business or to their house or farm. For example, manufacturing plants and doctors' offices are not to be listed on Form 10. However, **persons** who work in the manufacturing plant, or **persons** who are engaged in the medical profession must be enumerated with the other members of their household on the Population Questionnaires (Form

2A). When you complete a Form 10 for a business establishment, **do not** complete Population Questionnaires for persons employed there unless the business establishment is also their place of residence.

217. Types of business defined

- (1) **Retail.** - An establishment engaged for the most part in selling merchandise to the general public for household or personal consumption.

The ordinary kinds of retail establishments are easily recognized but there are others which may be overlooked because of their nature. Examples of such establishments are: gasoline filling stations, retail florist shops, opticians, co-operative stores, fuel dealers, and appliance stores operated by public utility companies.

- (2) **Wholesale.** - An establishment engaged for the most part in handling merchandise between the manufacturing plant or primary producer on the one hand and the retailer or industrial, commercial, institutional, professional, or other large user on the other.

Included, in addition to regular wholesalers and jobbers, are such establishments as: manufacturers' sales branches located apart from the manufacturing plants; many kinds of suppliers of industry, commerce, the farm, professions, governments and institutions; manufacturers' agents and commodity brokers; importers and exporters, petroleum bulk-tank stations; co-operative marketing associations; country grain elevators; and buyers of farm or other primary products.

- (3) **Service.** - An establishment engaged for the most part in providing some form of service to the public.

Following are the six main groups of service establishments:

- (a) Personal service establishments such as barber shops, dry cleaners, shoe shine parlours, funeral directors. Hairdressing or dressmaking done in the home should also be listed as a service establishment;
- (b) Restaurants, taverns;
- (c) Business service establishments such as advertising agencies, customs brokers, and management consultants;
- (d) Recreation service establishments such as theatres, bowling alleys, and race tracks;
- (e) Hotels, tourist camps, and motels;

(f) Other service establishments such as photographic studios, blacksmith shops, repair shops, and establishments that provide communication, transportation, and storage services (except those of telephone, railroad and airline companies).

- (4) **List also.**—Electrical, plumbing, heating, and painting contractors with an observable sales outlet, who are engaged for the most part in the installation of equipment and the application of materials in the course of construction activity. Such a sales outlet would have easy access from the street and have the general appearance of a store operated in the contractor's premises.

(Examples of retail, wholesale, and service establishments, arranged alphabetically, are included in each Folio of Forms 10.)

218. Establishments not to be listed

Except as indicated in the "Caution" note below, the following establishments are not to be listed:

- (1) Any establishment engaged principally or entirely in manufacturing (see "Caution" below);
- (2) Professional offices such as doctors', dentists', lawyers', engineers', and scientists' offices;
- (3) Contracting businesses such as carpentry, masonry, or plumbing (without sales outlets) or others in the building trades (see "Caution" below);
- (4) Public utilities such as electric light, telephone, gas, railroad, and airline companies (see "Caution" below);
- (5) Financial houses such as insurance companies, real estate brokers and dealers, stock brokers, bond houses and banks.

Caution.—Occasionally, business establishments referred to in parts (1) and (4) above operate retail outlets which must be listed on Form 10. Examples are brewers' retail stores attached to brewing plants and appliance stores operated in the premises of public utility companies. Sales outlets operated by some of the establishments in part (3) must be listed on Form 10 also. Examples of these are electrical, plumbing, heating, and painting contractors with observable sales outlets.

219. How to complete each item on the Questionnaire

- (1) **Items 1 and 2 (Dist. and E.A.).**—These items refer to the numbers of the Census District and the Enumeration Area in which you are enumerating. Obtain this information from your Commissioner.

- (2) **Item 3 (Name of this Place of Business).**—Enter the name by which the business establishment is generally known.

- (3) **Item 4 (Address of this Place of Business).**—Enter the full post office address. In rural areas, be sure to give sufficient information, e.g., Maplewood, R.R. 1, Embro, Ontario. In the province of Quebec, report the name of the county also.

- (4) **Item 5 (Name of firm (or person), if different from Item 3, that will fill in a Census report).**—The owner (who will be required to complete the Census report to be sent to each establishment early in 1962) may be an individual, a partnership, an incorporated company, a co-operative association, etc. List the name of this owner, if it differs from the name of the business as recorded in Item 3. However, if the business wishes to have the Census report forms sent to the person or firm doing its accounting, enter the name of such person or firm here.

- (5) **Item 6 (Address of firm (or person), if different from entry in Item 4, that will fill in a Census report).**—Give the owner's proper business post office address if it differs from the address of the place of business being enumerated. In the case of a chain or other multiple unit business, give the full postal address (street and number, and city) of the owner's head office. If, for any reason, the address to which Census report forms should be sent differs from that recorded in Item 4, enter it here.

- (6) **Item 7 (Type of Business).**—Check (✓) the appropriate block to indicate the type of business activity. To distinguish between retail, wholesale, and service establishments, as required in the first three blocks, refer to Section 217. If two or more types of business activity apply, check the one accounting for the largest percentage of sales and service receipts.

Check the fourth block if the business is an electrical, plumbing, heating, or painting contractor having a sales outlet from which "over-the-counter" sales of merchandise (not covered by installation contracts) are made. If, however, the sales exceed 50 p.c. of the business done at this location, the business is predominantly retailing or wholesaling and either the first or second block should be checked. You are expected to call only at those contractors having an observable sales outlet, i.e., an outlet having easy access from the street and the appearance of a store in the contractor's premises.

If you are doubtful about the type of business you have checked, give as full a description as possible of the business in Item 8 (Kind of Business).

- (7) **Item 8 (Kind of Business).**—State the kind of business, using the examples given as a guide. The list in your Form 10 Folio gives more examples but does not include every possible kind of business. For establishments engaged in more than one kind of business (e.g., restaurant and drug stores, pool room and tobacco shop, funeral directing and furniture, etc.) state the kind of business which accounts for the greatest part of the annual revenue.
- (8) **Item 9 (Number of Personnel).**—Indicate the number of full-time and part-time personnel usually required to operate the business. Include proprietors and family members if they work in the business on either a full-time or part-time basis. If more than three persons are employed, merely check (✓) one of the right-hand blocks.
- (9) **Item 10 (Number of Places of Business).**—Indicate with checks (✓) in the appropriate blocks whether more than one place of business is operated, and the number of places (2, 3, or 4 or more).
- (10) **Item 11 (Check if French form required).**—Place a check (✓) in the block if Census report forms in the French language should be sent.
- (11) **Item 12 (Check if this establishment leases concessions to other businesses).**—Place a check (✓) in the block if the establishment contains concessions, departments, or businesses operated independently by other interests. For example, hotels often lease out concessions as stores, barber shops, etc. Enumerate each such concession as a separate business.

I. ADMINISTRATION

Enumeration Accounts

220. Type of Enumeration Area

Rates and allowances which have been authorized for payment of enumerators depend upon the type of area and are outlined on the Account Forms for Enumeration (Forms 51 and 52). The type of your E.A., which has already been determined, will be indicated on the description of your area.

221. Account forms

Enumerators will be paid, for satisfactory services, in two instalments:

- (1) for services while receiving instructions from the Census Commissioner; and
- (2) for services while enumerating in a specified E.A.

(a) Account forms for instruction services

Enumerator's Account— for Instruction (Form 57) must be completed by **all enumerators** and given to the Commissioner at the conclusion of the Class Review on June 2. Where expenses are allowable (see Section 222), details must be given, and receipts, if required, attached to these account forms (Form 57).

(b) Account forms for enumeration services

- (1) **For Enumerators in Types "A", "B", "C" and "D" areas**—The "Enumerator's Account—For Enumeration" (Form 51) must be completed in detail.
- (2) **For Enumerators in Type "E" areas**—The "Enumerator's Account—Type E Areas" (Form 52) and a "Statement of Expenses" (Form 54) must be completed.

222. Travel Expenses

The Government Travel Regulations are authorized by the Governor in Council and all accounts for travel expenses must comply with these regulations.

During the period of instruction, expenses incurred for travel, meals, and lodgings, will be allowed only to enumerators who are required to travel outside their headquarters area (outside the area served by local street car or bus transportation system).

During enumeration, travelling expenses are authorized **only** for enumerators in Type "E" areas. Allowances in lieu of travelling expenses are provided for enumerators in Types "B", "C", and "D" areas.

Charges for accommodation, meals, or transportation must be reasonable and in line with prevailing rates for the area.

Mileage allowances must be based on the shortest routes. Any deviation because of special difficulties of transportation should be made by the most convenient and economical form of transport, and the reason for such deviation stated. The allowance of 9 cents per mile covers the complete payment for the use of a privately owned automobile, except for bridge, road, or

tunnel tolls, or ferry charges. This rate applies regardless of the number of passengers using the car for census purposes. No charges will be allowed for parking meter, parking lot, overnight storage, towing, damages, or losses. Claims for automobile mileage in your Statement of Expenses (Form 54) must show the places visited and the reason for the trip.

For travel outside their E.A. to obtain from a **non-resident farm operator**, the information required to complete an Agriculture Questionnaire (Form 6):

Enumerators in Types "A", "B", "C" and "D" areas will be paid an allowance, in lieu of travel expenses, of \$1.00 per Form 6 Questionnaire completed.

Enumerators in Type "E" areas will be paid only Type "E" allowances, as shown on Form 52, but will not be paid for travelling more than 25 miles, return trip from the boundary of their E.A., to interview an operator. (See also Section 124.)

To claim remuneration for trips made outside their E.A. to contact non-resident operators, all enumerators must complete Form 51A (**Listing of Non-Resident Operators**), by recording the name and address of each non-resident operator visited, the mileage one-way to the operator's place of residence, and the Agriculture Questionnaire Number of the Form 6 completed. The completed Form 51A must be attached to the Enumerator's Account for Enumeration (Form 52 or 54).

Consult your Commissioner before making any claims for travelling expenses.

Other Administrative Duties

223. Form 13—Enumerator's List of Supplies

This form provides a check list of the supplies you will receive to carry out the enumeration of your E.A. and of the supplies to be returned when the enumeration is completed.

When you receive your supplies, check to see that they agree with the numbers entered in the column headed "Number packed". Consult your Commissioner if there is any discrepancy. If, after the enumeration begins, you receive additional forms, etc., enter the number of such extra supplies in the column headed "Extra issue". In the column headed "Number returned", you

must enter the numbers of the various forms, etc., you return to your Commissioner when you complete your enumeration. The entry ... in this column indicates that the item in question need not be returned. Note, however, that **all enumeration forms must be returned**, whether you have used them or not. Enclose the completed Form 13 when you return your supplies to the Commissioner, as outlined in the following section.

224. Completion of enumeration

Before returning your enumeration material to the Commissioner, make certain that no part of your E.A. has been overlooked and that your returns are complete and accurate. As a means of checking that your E.A. has been covered completely, examine your map carefully, particularly around the boundaries, and compare it with the addresses listed in your Visitation Record, to make sure you have not missed part of a street, road, etc. In farm areas, check your map (or township plan in the Prairie Provinces) for completeness of farm coverage. Make sure, also, that all call-backs have been completed, that all Individual Population Forms have been collected and the information transferred to the appropriate Population form (Form 2A or Form 3), and that all Sample Questionnaires (Form 4) have been collected. Your Commissioner will make a detailed check of your questionnaires, schedules, etc. before approving your account for payment. To prevent delay and to ensure that your work is satisfactory, examine your returns carefully before submitting them. Use the guides in Appendixes C and D to check the Population, Housing, and Agriculture Questionnaires (Forms 2A, 2B, and 6), and the instructions in this Manual for all other questionnaires and forms.

When you are satisfied that your returns are complete and accurate, pack all materials carefully in the box in which you received them. Be sure to enclose the completed Form 13 (Enumerator's List of Supplies).

In most cases, it will be possible for you to deliver the materials personally to the Commissioner. However, if the distance you would have to travel is greater than 25 miles each way, forward your materials by express or mail. To prevent damage of any kind to the questionnaires, etc., make sure that the box is properly closed, securely tied, and addressed correctly to your Commissioner. Consult your Commissioner regarding allowable expenses for the return of your supplies.

APPENDIX A

Sections of the Statistics Act which apply to enumeration

Section 5: provides authority for the employment of Enumerators for the Census enumeration.

Section 6: requires every person employed under the Statistics Act to take the following oath of office: "I,....., solemnly swear that I will faithfully and honestly fulfil my duties as.....in conformity with the requirements of the Statistics Act and of all regulations thereunder, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.....".

Section 14: provides authority for the payment of Enumerators and other persons employed in the taking of the Census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "No remuneration or allowances shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."

Section 15: (1) states that Census forms or other documents containing information relating to individual persons must in no circumstances be revealed to any unauthorized person.

Section 34: makes it an offence for any person employed in the taking of the Census—

- (i) to desert from duty after having taken the oath;
- (ii) to wilfully make a false declaration;
- (iii) to obtain or seek to obtain unauthorized information;
- (iv) to fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine up to \$300, or to a prison term up to six months, or to both fine and imprisonment.

Section 35: makes it an offence for any person, without lawful excuse, to refuse or neglect to answer, or to wilfully answer falsely, any question required for completion of a Census form or schedule.

A person convicted of the above-noted offence is liable to a fine up to \$100, or to a prison term up to three months, or to both fine and imprisonment.

APPENDIX B

LIST OF COLLECTIVE AND OTHER SPECIAL TYPES OF DWELLINGS

(See Sections 28 to 37 for instructions for the enumeration of the most important of these dwellings.)

1. Health and welfare institutions

- (1) Convalescent hospitals
- (2) General hospitals (including nurses' residences)
- (3) Homes for the aged and infirm
- (4) Hospitals and homes for incurables
- (5) Hospitals and homes for veterans
- (6) Maternity hospitals
- (7) Mental hospitals
- (8) Nursing homes
- (9) Sanatoria
- (10) Tuberculosis hospitals
- (11) Childrens' Aid Society Shelters
- (12) Orphanages

2. Corrective and penal institutions

- (1) Industrial schools and farms
- (2) Jails
- (3) Penitentiaries
- (4) Prisons and prison farms
- (5) Reformatories

3. Religious and educational institutions

- (1) Boarding schools
- (2) Convents
- (3) Monasteries
- (4) Residential schools for the blind and deaf
- (5) University and college residences

4. Hotels, lodging houses, etc.

- (1) Clubs with living quarters
- (2) Hotels which accept transient guests
- (3) Lodging houses with 10 or more lodgers
- (4) Missions and hostels
- (5) Motels
- (6) Tourist cabins and camps
- (7) Y.M.C.A.'s Y.W.C.A.'s, etc.

5. Camps

- (1) Construction camps
- (2) Lumber camps
- (3) Military camps
- (4) Mining camps

6. Hutterite colonies

7. Merchant vessels

8. Diplomatic residences

APPENDIX C

REVIEW OF POPULATION AND HOUSING QUESTIONNAIRES

Check first to ensure that you have completed the required number of each of the following questionnaires:

- (1) A Form 2A for each person listed in Columns 6 and 7 of the Visitation Record;
- (2) A Form 3 for each person listed in Column 8 of the Visitation Record;
- (3) A Form 4 for each person 15 years of age and over on Form 2A for households with numbers ending in "3" or "8";
- (4) A Form 2B for each household with a number ending in "3" or "8".

Then use the following tables to check the Population and Housing Questionnaires.

Table 1—Population Questionnaire (Form 2A)

Question No.	Space marked	Check
1 to 15	—	There must be an entry in each of Questions 1 to 15 (except Ques. A, B, and C) for every person enumerated.
1	"Start of new household" "Continuation of same household"	Questions A, B, and C must be completed and Question 3 must be marked "Head of household". Questions A, B, and C must be blank and the entry in Question 3 must be other than "Head of household".
A and B	—	The entries in Question A (Household Number) and Question B (Exact location of this dwelling) must agree with the corresponding entries for the household in the Visitation Record.
A	—	There must be a mark in each row of marking spaces.
C	"Yes"	There must be a Form 6 (Agriculture Questionnaire) for the household.
3	— "Wife of head" "Wife" or "Daughter of head" "Son of head"	There must be either one space marked or a write-in entry. "Married" must be marked in Question 6 . "Female" must be marked in Question 4 . "Male" must be marked in Question 4 .
4	—	Only one space should be marked.
5	— Any age between 0 and 14	There must be a mark in each row, unless "Under one year" or "100 years or over" is marked. "Single" must be marked in Question 6 .
6	—	Only one space should be marked.
7	— Any space in the top row Any space in the three bottom rows or a write-in.	There should be one space marked or a write-in. "Born in Canada" should be marked in Question 8 . The entry in Question 8 must be other than "Born in Canada".
8	—	Only one space should be marked.

APPENDIX C—Con.

Table 1—Population Questionnaire (Form 2A)—Con.

Question No.	Space marked	Check
9	Any space except "Canada"	There should be a mark in one of the three bottom rows of Question 7 or a write-in.
10	—	Either one space should be marked or there should be a write-in entry. The same space should be marked for a father and his children.
11	—	Either one space should be marked or there should be a write-in entry.
12	— English French	Either one space should be marked or there should be a write-in entry. The entry in Question 13 should be either "English only" or "Both English and French". The entry in Question 13 should be either "French only" or "Both English and French".
13	—	Only one space should be marked.
14	—	Only one space should be marked.
15	—	Only one space should be marked.
16 to 25	—	These questions should be completed only for persons 15 years and over.
16	—	There must be an entry in this question for every person 15 years of age and over.
	"Yes"	(1) No spaces should be marked in Questions 17 and 18 . (2) There must be entries in Questions 19 to 24 inclusive.
	"No"	There must be an entry in Question 17 .
17	"Yes"	(1) No space should be marked in Question 18 . (2) There must be an entry in Question 19 , and, also, in Questions 20-24 .
	"No"	There must be an entry in Question 18 .
18	"Yes"	There must be entries in Questions 19 to 24 inclusive.
	"No"	No entries are required in Questions 19 to 25 .
19	—	There must be an entry in this question if "Yes" is marked in any one of Questions 16, 17, or 18 .
	Number of hours marked	There must be entries in Questions 20 to 24 inclusive.
	"Never worked"	No entries are required in Questions 20 to 25 inclusive.
20 to 23	—	There must be an entry in each of these questions if: (1) "Yes" is marked in Question 16 or 18 or (2) "Yes" is marked in Question 17 and "Never worked" is not marked in Question 19 .

APPENDIX C—Con.

Table 1—Population Questionnaire (Form 2A)—Con.

Question No.	Space marked	Check
24	—	There must be an entry in this question for every person marked in Question 23 .
	Number of weeks marked	There must be an entry in Question 25 .
	"None"	No entry is required in Question 25 .
25	—	One space must be marked in each line except when the income is \$12,000 or more.
26	—	This question should be completed only when "Male" is marked in Question 4 , and the age marked in Question 5 is 25 years or over. If one or more than one space is marked in the top line (In what war(s)?), one and only one space should be marked in the lower line (In what forces?). If "None" is marked, there should be no other entry in this question.

Table 2—Housing Questionnaire (Form 2B)

Question No.	Space marked	Check
A and B	—	The entries must agree with the Household No. and Location marked for Questions A and B on Form 2A for the Household head, and with the corresponding entries in the Visitation Record.
A	—	One (but only one) space must be marked on each line of this question.
3	1960 1961	One or other of the first two spaces in Question 5 should be marked. Only the first space in Question 5 should be marked.
3, 10, 14, 15	—	In buildings in which there are more than one sample dwellings, each dwelling should have the same space marked for each of these questions.
8	—	The number of bedrooms marked should always be less than the number of rooms marked in Question 7 .
9	"No piped running water inside the dwelling"	There should be no spaces marked in Questions 10 and 11 . If the dwelling is marked "rented (non-farm)" in Question 21 and Questions 26 to 28 are completed, the space marked in Question 28A should be "No".
14	"Other"	The space marked in Question 12 should be "Chemical toilet" or "Outside privy or none".
15 and 16	—	There should be one (but only one) entry in each of these questions.
17	Any entry other than "Mechanical refrigerator"	If the dwelling is "rented (non-farm)" in Question 21 and Questions 26 to 28 are completed, the space marked in Question 27(a) should be "No".

APPENDIX C—Con.

Table 2—Housing Questionnaire (Form 2B)—Con.

Question No.	Space marked	Check
21	— “Owned (non-farm)” “Owned (farm)” “Rented (farm)” “Rented (non-farm)”	The space marked for this question must agree with the entry for Question C on Form 2A . Questions 22 to 25 should be completed. There must be no entries in Questions 26 to 28 . There must be no further entries on Form 2B. Questions 26 to 28 should be completed. There must be no entries in Questions 22 to 25 .
22 to 28	—	If there are entries in Questions 22 to 25 there must be no entries in Questions 26 to 28 , and vice versa.
23	“None” “1st only” or “More than one”	There must be no space marked in Question 24 . There should be one (but only one) space marked in Question 24 .
26	“No cash rent” An entry other than “No cash rent”	There must be no further entries in Questions 26 to 28 . There should be no entries in Questions 22 to 25 . The space marked in Question 21 should be “rented (non-farm)”. One (but only one) space must be marked on each line of this question.
27	—	There must be one space marked in each of parts (a), (b), (c), and (d).
28	“Yes” in (a), (b), (c), or (d) “No”	There must be an entry in the “\$” and “¢” columns (either an amount or, in a very few cases, an “X”). There must be no entries in the amount columns.

APPENDIX D

REVIEW OF AGRICULTURE QUESTIONNAIRES (FORM 6)

1. General instructions

- (1) Carefully review each Agriculture Questionnaire before you sign the Enumerator's Record. Check both pages, section by section, to make sure that you have not missed any questions.
- (2) Entries must be legible and made according to instructions.
- (3) Areas must be reported to the nearest whole acre, except where provision has been made on the questionnaire to report certain crops to the nearest tenth of an acre (Questions 31-33, 37-40, 42, 54, 55, 57-72). Entries in Questions 52 and 53 must be in square feet.
- (4) Dollars only must be entered in all questions on value.
- (5) Questions 120(a) and 120(b) must equal Question 120;
- (6) Questions 122(a) and 122(b) must equal Question 122;
- (7) Questions 125(a)-125(d) inclusive must equal Question 125.
- (8) Total whole milk produced (Question 151) must equal the sum of the entries made in Questions 146-150 (Column 2).

2. Questions always requiring an entry

- (1) Agriculture Questionnaire identification section (Agriculture Questionnaire Number, Household Number (s)).
- (2) Section I. - Operator (all questions).
- (3) Section II. - Location, area, tenure and value. There must always be an entry in Questions 4, 5, and 7 and at least one entry in Questions 6(a), (b), or (c).
- (4) All "No" or "Yes" questions, except Question 83 which will be asked in the Prairie Provinces and British Columbia only, and Question 135 which will be asked only if a contract is reported in Question 133.
- (5) All questions with "None" boxes.
- (6) Enumerator's Record.

3. Acreage questions must always be in agreement

- (1) Acreage in Question 79 must equal Question 5.
- (2) Sum of acreages in Question 4, Column (f) must equal Question 5.
- (3) Sum of acreages in Questions 6(a), (b) and (c) must equal Question 5.
- (4) Sum of acreages in Questions 73 to 78 must equal Question 79.
- (5) Sum of acreages in Questions 8-35, 37-40, 42, 52-55, and 57-72 must equal Question 73 (less intercropping or double cropping if this occurs).

4. Totals must always be checked

- (1) The sum of machinery values reported in Questions 100-112 inclusive must equal Question 113.
- (2) Total number of livestock and poultry must be checked:
 - (a) Questions 115(a)-115(e) inclusive must equal Question 115;

5. Relationship between the following questions must be checked

- (1) Question 50 must not be greater than Question 43, Column 1 (trees under 10 years).
- (2) Question 80 must not be greater than Question 78.
- (3) Question 116 must not be greater than Question 115(d) and Question 117 not greater than Question 115(e).
- (4) Question 121 must not be greater than Question 120(b).
- (5) Question 126 must not be greater than Question 125(a).

6. Check that Irrigation (Form 8) and Woodland (Form 9) Questionnaires are completed where required

- (1) Irrigation Questionnaire (Form 8) - in the four provinces of British Columbia, Alberta, Saskatchewan and Ontario, if Question 183 on the Agriculture Questionnaire (Form 6) is marked "Yes", an Irrigation Questionnaire (Form 8) must be completed.
- (2) Woodland Questionnaire (Form 9) - if either of Questions 185 or 186 on the Agriculture Questionnaire (Form 6) is marked "Yes", a Woodland Questionnaire (Form 9) must be completed.

REVIEWING IRRIGATION QUESTIONNAIRES (FORM 8)

Carefully review each Irrigation Questionnaire (Form 8) before you sign the Enumerator's Record.

- (1) The number assigned to the Agriculture Questionnaire (Form 6) completed for the holding must always be entered in the space provided at the top of the Irrigation Questionnaire (Form 8).
- (2) Questions 1, 2, 4, 5, and 27 must always have an entry and the Enumerator's Record must be completed.
- (3) The total area of the holding (Question 4) must check with the entry made in Question 5 of the Agriculture Questionnaire (Form 6).
- (4) The total area irrigated in 1960 (Question 25) must check with the sum of the entries made in Questions 6 to 24 of the Irrigation Questionnaire (Form 8). This entry in Question 25 must also check with the entry in Question 184 of the Agriculture Questionnaire (Form 6).

APPENDIX E

CONVERSION TABLES FOR MARKING HIGHEST GRADE OR YEAR OF SCHOOLING (QUESTION 14, FORM 2A)

(a) For persons educated in Canada

	Level of education		Marking position in Question 14, Form 2A
	Educated in Quebec	Educated in any province other than Quebec	
1.	Grades 1-4 Grades 5-7 ↙ ↘ Classical College Publicly controlled schools	Grades 1-4 Grades 5-8	Elementary: 1-4
2.			Elementary: 5+
3.	Eléments	Grade 8	High School: 1
4.	Syntaxe	Grade 9	High School: 2
5.	Méthode	Grade 10	High School: 3
6.	Versification	Grade 11	High School: 4
7.	—	Grade 12	High School: 5
8.	Belles-lettres	Freshman	University: 1-2
9.	Rhétorique	Sophomore	University: 1-2
10.	Philosophie I	Junior	University: 3
11.	Philosophie II	Senior	University: 4+
12.	Degree (any)	Degree (any)	Degree

(b) For persons educated in the United Kingdom

Level of education	Marking position in Question 14, Form 2A
All-age or Junior and Infant School:	
1st to 4th year or grade	Elementary: 1-4
5th to 8th " " "	" : 5+
9th " " "	High School: 1
10th " " "	" " : 2
Secondary Modern School:	
1st or 2nd year or grade	High School: 1
3rd " " "	" " : 2
4th " " "	" " : 3
Secondary Grammar School, Comprehensive School, or Public School:	
1st form	High School: 1
2nd " "	" " : 2
3rd " "	" " : 3
4th " "	" " : 4
5th " "	" " : 5
6th " "	University: 1-2
Completed	" : 1-2
Some University, short of a degree	University: 3
University degree	Degree

APPENDIX E—Con.

(c) For persons educated in Continental Europe

Level of education	Marking position in Question 14, Form 2A
Elementary School: 1st to 6th years	Elementary: 1-4
Secondary School or Higher Primary School: Grades 1 to 4 or 7th, 8th, or 9th years	} Elementary: 5+
Middle School (called "Lyceum", "Gymnasium", "Collège", etc., in many countries): 1 year 2 years 3 " 4 " 5 or 6 years 7 or 8 " Completed with maturity, baccalaureate, etc. Some University, short of a degree University degree	 High School: 1 " " : 2 " " : 3 " " : 4 " " : 5 University: 1-2 " : 1-2 University: 3 Degree

APPENDIX F

CONVERSION TABLES FOR AGRICULTURAL CALCULATIONS

Table 1. Weight per Bushel (in pounds)

Alfalfa Seed.....	60
Alsike Clover	60
Blue Grass (Canada)	18
Blue Grass (Kentucky).....	18
Brome Grass	14
Clover (Red)	60
Clover (White Dutch)	60
Clover (Sweet).....	60
Creeping Red Fescue.....	22
Crested Wheat Grass	22
Meadow Fescue.....	22
Orchard Grass	14
Red Top	30
Timothy	48

Table 4. Square, or Land Measure

144 square inches = 1 square foot
9 square feet = 1 square yard
30¼ square yards = 1 square rod
160 square rods = 1 acre
640 acres = 1 square mile (or section)
1 acre = { 160 square rods 4,840 square yards = 43,560 square feet an area approximately 209 feet by 209 feet

Table 2. Estimating the Amount of Grain in a Bin

Multiply the length by the width by the depth, (all in feet); then multiply the total by 0.8.

Example: A bin 12 feet long and 10 feet wide is filled with grain to a depth of 6 feet. The number of bushels of grain in the bin will be $12 \times 10 \times 6 \times 0.8 = 576$ bushels.

Table 3. Long Measure

12 inches = 1 foot
3 feet = 1 yard
5½ yards = 1 rod
320 rods = 1 mile
1760 yards = 1 mile
5280 feet = 1 mile
80 chains = 1 mile

Table 5. Area of Land as a Fraction of an Acre

1/10 acre = 4,356 square feet
2/10 acre = 8,712 " "
3/10 acre = 13,068 " "
4/10 acre = 17,424 " "
5/10 acre = 21,780 " "
6/10 acre = 26,136 " "
7/10 acre = 30,492 " "
8/10 acre = 34,848 " "
9/10 acre = 39,204 " "

Example: A garden 175 feet long and 25 feet wide would be 4,375 square feet in area or 1/10 acre.

Similarly a plot 250 feet long and 100 feet wide would be 25,000 square feet in area, or 6/10 acre.

Table 6. Capacity of Silos (at time of filling)

(a) Upright Silos

Depth of silage (feet)	Capacity with an inside diameter (in feet) of:—						
	8	10	12	14	16	18	20
	tons of grass silage						
20	22	32	—	—	—	—	—
24	24	41	59	—	—	—	—
28	36	52	73	101	—	—	—
32	—	61	89	120	157	—	—
36	—	73	103	140	184	233	—
40	—	—	120	162	212	269	331
44	—	—	—	184	238	301	372
48	—	—	—	—	265	335	413

Example: The capacity of an upright silo with an inside diameter of 14 feet when filled to a height of 32 feet would be approximately 120 tons of grass silage.

APPENDIX F - Con.

CONVERSION TABLES FOR AGRICULTURAL CALCULATIONS - Con.

Table 6. Capacity of Silos (at time of filling) - Con.

(b) Horizontal Silos

Average width of silo (ft.)	Depth of silo at filling (ft.)	Capacity with length of main section of silo (in feet) of:—			
		20	40	60	80
		tons of grass silage			
13	6	58	98	136	—
13	8	78	130	182	—
15	6	57	112	157	202
15	8	90	150	210	270
19	6	—	142	199	256
19	8	—	190	266	342
21	7	—	183	256	330

Example: The capacity of a horizontal silo which is 40 feet long, with an average width of 15 feet and filled to a depth of 6 feet would be approximately 112 tons of grass silage.

Table 7. Number of Rows of Field Roots, Vegetables, etc., Equivalent to $\frac{1}{10}$ of an acre, given the Length of Rows and the Width between Rows.

Length of rows in feet	Number of rows in $\frac{1}{10}$ acre with distances (in feet) between rows of:-			
	$1\frac{1}{2}$	2	$2\frac{1}{2}$	3
25	116	87	70	58
50	58	43	35	29
75	39	29	23	19
100	29	22	17	15
125	23	17	14	12
150	19	15	12	10

Example: What is the area of a plot of corn which is 125 feet long and consists of 100 rows spaced $2\frac{1}{2}$ feet apart? Since it takes 14 rows which are 125 feet long and are spaced $2\frac{1}{2}$ feet apart to cover $\frac{1}{10}$ of an acre, then 100 rows would cover $\frac{7}{10}$ of an acre.

Table 8. Number of Trees per Acre

To calculate the number of trees per acre in an orchard: - Multiply the average distance in feet between rows, by the average distance between the trees in a row. Then divide this figure into 43,560 (square feet in an acre). The resulting figure gives the number of trees per acre.

Example: If the trees are 20 feet apart in the row, and the rows are 20 feet apart, then the number of trees per acre will be $\frac{43,560}{20 \times 20} = 108$ trees.

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